**Reimbursement Policy**

Gamma Tau Chapter

Here are the rules for reimbursements in cases of making direct purchases on behalf of our chapter. You must satisfy *all of these conditions* to qualify for a reimbursement.

1. The expenditure must be pre-approved by the treasurer.
   1. This will help you to plan ahead.
   2. If the exact amount cannot be determined, always over-estimate your projected expenses.
2. The expenditure must stay within the assigned budget.
3. You must properly fill out and use the Committee Check Request form.
   1. List of accounts:
      1. Recruitment: 741
      2. Social: 742
      3. Intramurals: 743
      4. Member Education: 744
      5. Academic Affairs: 745
      6. Community Service/Philanthropy: 746
      7. Alumni Relations: 750
      8. Ritual Equipment: 751
      9. Public Relations: 762
      10. Homecoming: 764
      11. Brotherhood Events: 765
      12. Semi Formal: 766
   2. The Committee Check Request form is provided along with an example.
4. If you are not the head of the committee, you must be approved by your head committee member.

This policy is necessary in helping us keep concrete financial records.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the above policy and agree to its terms and conditions. I understand that if I do not follow the proper protocol, I will not receive a reimbursement for my purchase(s).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

# **Amount:**

# **Purpose:**

#### Account Number:

## **Committee:**

# **Vendor:**

# **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairman Authorization

### DELTA TAU DELTA FRATERNITY

### COMMITTEE CHECK REQUEST

Staple receipt to back

**Payee:**