# DELTA KAPPA GAMMA

Eta Chapter	
PROJECT FUNDING FORM	
Date of the Event	
Purpose of Event	
Person in Charge of Event Finances:	
-	
COLLECTION OF MONIES	
Checks	
** Collect all checks. If they are of different amounts, place the	em

- in the order of the amounts from least to greatest.
- \*\* On the right side of this sheet, write down the checks (Last Name Check#, and Amount)
- \*\* Total the column and write the total on the appropriate line below.

### Cash

- \*\* Count the money out and stack in increasing denominations, each facing up and in the same direction.
- \*\* Write the total on the appropriate line below.
- \*\* Place all bills and cash in an envelope with a rubber band around

# PRESENTATION OF BILLS

#### **Request for Funds**

- \*\* Each person with a bill to present for payment needs to fill out a "Request for Funds" form.
- \*\* Attach the receipts for any money spent to the form.
- \*\* Get it approved/signed by the chapter president.

## HAND IN TO TREASURER

Hand the envelope of checks and cash, the Requests for Funds with receipts attached, and this paper to the treasurer.

RECEIPTS	 \$
Total of all Checks	\$

SBURSEMENTS	\$	
To whom and for what	Amount	
	\$	_
	\$	_
	\$	_
	\$	_
	\$	_
	\$	_
	<u> </u>	_
	\$ \$ \$	_
		_
	\$	_
	\$	_
	\$	_
	\$	_
Net Loss or	Profit from event:	\$

#### **DEPOSIT**

Cash or

Last Name.

First Initial	Check#	Amount

# **EVENT SUMMARY**

Date:	
Time:	
Location:	
<b>Total Attendanc</b>	re:
Advance prepar	ation needed:
•	
Timeline:	
Suggestions or	comments: