

KAIROS OHIO STATE CHAPTER COMMITTEE (KOSCC)
Instructions for documenting an Advance

Date _____

You have been given an ADVANCE. Although this advance has been approved by your Advisory Council and a check has been authorized and paid – it is still your responsibility to submit documentation in the form of receipts to the KOSCC Financial Secretary. These receipts should be gotten to Al Johnson within **two weeks** of the event (training, week-end, etc.). If you do not have receipts to cover the advance you should include a check for the unused amount. If you spent more than the advance and you want reimbursed, please have the Advisory Council Financial Secretary or another representative of the Advisory Council sign this form.

Enclosed are receipts totaling _____.

Food	\$ _____
Supplies	\$ _____
_____	\$ _____
_____	\$ _____

I am enclosing a check for _____, representing any unused amount.

Total advanced \$ _____

Submitted by _____ Date _____

If you are requesting additional money:

Mail check for \$ _____ to: _____

Authorized by _____ Date _____

_____ for _____
Title Advisory Council

Advisory Council Financial Secretary needs to be given a copy of this form.

Send this completed form and **your receipts** to:

Al Johnson, KOSCC Financial Secretary
4373 Bump Road, Cable OH 43009
jam@main-net.com 937-465-3202