

OMEGA PSI PHI FRATERNITY, INC.
TAU TAU CHAPTER
CHECK REQUEST FORM AND INSTRUCTIONS

In order to be receive a check from Tau Tau Chapter, a valid request for check must be approved and processed.

Funds can be provided for;

- Expense reimbursements
- Advanced expenses
- Funds voted by the Chapter
- Approved refunds

The check request process is as follows;

1. The form must be properly completed and approved to receive a check.
All the following request form entries are required;
 - Date – The date the request was submitted.
 - Payable To – The name of payee of the check.
 - City, State, Zip Code – The complete address of payee of the check.
 - Amount – The dollar amount being requested.
 - Budget Item – The corresponding Chapter budget line item for the funds.
 - Description – A short but complete statement of the purpose for the check.
 - Requested By – The check requester **MUST** Print and Sign their name.
2. The completed form must be accompanied by supporting document(s) such as receipts, invoices, order form, etc. Forms submitted without adequate documentation or justification will be rejected.
3. The completed Check Request Form and all documentation is submitted to the KRS.
4. If not approved the check requester will be informed of the reason.
5. If approved the check is provided to the requester or payee.

OMEGA PSI PHI FRATERNITY, INC., TAU TAU CHAPTER
CHECK REQUEST FORM

Date: _____ **Payable To:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Amount \$: 149.93 **Budget Item:** _____

Description: _____

Requested By: Print Name _____ **Signature** _____

----- DO NOT WRITE BELOW THIS LINE -----

| | | |
|-------------|----------------------|-----------------|
| Approved By | Approved By Basileus | Check Issued By |
|-------------|----------------------|-----------------|

| | |
|-----------------------------|--------------|
| Budget: Item Name & Balance | Check Number |
|-----------------------------|--------------|