**Special Events Request for Funds & Deposit of Profit:**

## Name of Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Mailing address (where check will be sent):**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_**

You should allow **fifteen business days** to receive your check (s).

* **Option 1:** I would like to request funds from our chapter’s individual account be sent to me to cover estimated expenses for our upcoming special event. I understand I will need to save all receipts and submit them along with right side of the special events form completed at the end of the event.

**Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Option 2:** I would like to request a specific check(s) be cut and sent to the following name and address in conjunction with our special event.

**Name:**

**Mailing Address:**

**Amount: \_\_\_\_\_\_\_\_\_\_**

**This check is for:**

**Name:**

**Mailing Address:**

**Amount:\_\_\_\_\_\_\_\_\_\_\_**

**This check is for:**

* **Option 3:** I would like to request a reimbursement from our chapter’s individual account be sent to me to cover costs incurred during our special event. Receipts are attached (PDF, mailed or fax) along with the completed right side of the special events form.

**Coordinator name:**

**Full mailing address:**

**Amount to be reimbursed:\_\_\_\_\_\_\_\_\_\_**

* **Option 4:** Our event made a profit and I am sending a cashiers’ check (no cash) to be credited to our chapters’ individual account.

**Coordinator Name:**

**Chapter’s Name:**

**Amount of Deposit: \_\_\_\_\_\_\_\_\_\_**

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