



NATIONAL HEADQUARTERS
KAPPA KAPPA PSI & TAU BETA SIGMA
POST OFFICE BOX 849
STILLWATER, OKLAHOMA 74076
405-372-2333

DISTRICT FUND REQUISITION FORM

INSTRUCTIONS

STEP 1 – Completing the Form

- This form requires Adobe Acrobat Reader to function correctly. It will not work using Preview on a Mac.
- Receipts for each charge must accompany this form in a readable digital format, PDFs are preferred.
- NAME OF PAYEE is the name that will be on the check when it is sent from National Headquarters.
- Transportation Expense can be a little tricky, so please attach receipts and other documentation to explain how the total amount was calculated. Things this might include:
 - Costs for airfare, buses, trains, Uber, Lyft, etc.
 - Costs for rental cars only if renting was preapproved by a National President or the National Executive Director. This would include tolls, car company insurance, and fuel for the rental car.
 - For the use of a personal car, you may do one of the following:
 - Include the cost for fuel and tolls, only.
 - Or, Include a mileage reimbursement of \$0.625 per mile. For longer trips, the reimbursement amount will only up to the cost of what airfare would be.
- The form will automatically calculate the Total amount for you.
- Signatures for the Payee, District Treasurer and Governor/Counselor are done digitally. The form will ask you to create a Digital ID when you click on one of the signature blanks.
 - If you have not created a Digital ID previously, you will want to Create a new Digital ID and save it to your computer.
 - Use that signature to sign the appropriate blank on the form. It may require you to save a draft of the form when you do that.

STEP 2 – Sending the Form

- After you complete your portion of the form and sign it, you will send the form to the next person for approval or processing.
 1. Person completing the form will send the form and all receipts to the appropriate District Treasurer for approval.
 2. District Treasurer will Sign and Date the form if approved or send it back for correction. If approved, the District Treasurer will forward the form and receipts to the appropriate District Governor or Counselor.
 3. If approved, the Governor/Counselor will sign the form and forward it to the National Manager of Accounting, Di Spiva (spiva@kkytbs.org) at the National Headquarters.
 4. The National Headquarters will process the requisition and issue a check to the specified payee.

NOTES

- Alcoholic beverages are not allowed.
- Payment will only be made if the form is approved by the District Treasurer and District Governor/Counselor.
- Receipts must be attached to receive payment.

KAPPA KAPPA PSI & TAU BETA SIGMA
**District Fund
 Requisition**



DISTRICT: _____ KKΨ TBΣ DATE: _____

The National Headquarters will make payment directly to the payee at the address provided on the form.

NAME OF PAYEE: _____

PURPOSE: _____

Transportation Expense:	\$ _____
Lodging Expense	\$ _____
Postage & Mailing:	\$ _____
Awards/Grants:	\$ _____
Printing & Copying:	\$ _____
Other (Specify):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$ _____

Signature of Payee: _____

Address of Payee: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Approved:

_____	_____	_____	_____
District Treasurer	Date	District Governor/Counselor	Date

NOTE:

1. Receipts must be attached to receive payment.
2. Alcoholic beverages are not allowable.
3. Upon completion, send this form with supporting documents to your district treasurer.
4. Payment will be made only after this form is approved by your District Treasurer and District Governor / Counselor.