



Housing Corporation Reimbursement Request Form

The Delta Chi Fraternity

Name: Delta Chi – Kettering-B Chapter Date: _____

Committee: Housing Committee Term: _____

Description: _____

Amount: \$ _____

NOTE: All reimbursements will be received in the form of a check.

A receipt must be STAPLED to the back of this form. The Housing Corporation President will not accept this request until all required signatures have been completed. There is no guaranteed time of receiving the check, it may take a month but is ultimately dependent upon the Housing Corp. President's availability. If the request is for an amount of \$250 or more, both the President and Vice-President must sign. If the amount is less than \$250, then only one of the two must sign.

Signatures

Treasurer: _____ Date: _____

Chairman: _____ Date: _____

President: _____ Date: _____

Vice-President: _____ Date: _____

Housing Corporation Use Only

Housing Corp. Treasurer: _____ Date: _____

HCRRF - _____

Last updated: May 27, 2002

Chk # _____