

Date: _____

Make check payable to: _____

Category [choose **one**]:

General Expenses

Art and Wine Festival 20__ Expenses

Description

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT REQUESTED:

Receipts are attached: Yes No

This expense was made with prior board approval: Yes No

Requested by: _____

Signature: _____

Treasurer Use Only

Expense approved on board meeting date: _____

Paid Amount: _____ Paid Date: _____ Check #: _____