Committee Expense Report

(To be completed and returned to the Treasurer)

Committee Name ______________________________

Sub-Committee Name ______________________________

Amount of Funds Authorized for Expenses

Budget	________		
Executive Board Vote	________	*Approval Date:*	______
Membership Vote	________	*Approval Date:*	______
TOTAL AUTHORIZED	________		

Expense Itemization

Complete first three columns

Include all receipts/statements/invoices - no checks will be issued without this form and supporting documentation

Payee	Description	Amount	Treasurer's Use Only Date Paid	Treasurer's Use Only Check No.
		$		
		$		
		$		
		$		
		$		
		$		
		$		
	TOTAL	$		
	Treasurer's Advance (*if received*)	$		
	Amount to return to Treasurer <u>or</u> Amount due Payee	$		

Comments: ______________________________

____

____

____
Name of Preparer (print)

____
Signature of Committee Chair *Date*

____
Signature of Treasurer *Date*

Please keep a copy of this form and all documentation for your committee files