

EXPENSE SHEET
QUILT GUILD OF GREATER VICTORIA

Attention: This sheet must accompany every committee expense if to be paid by the quilt guild. Thank you for your cooperation.

Date you are submitting: _____

Your name _____ Committee _____

Special Event _____

A brief description of the expense is _____

Check one [] RECEIPT ATTACHED TO BACK

[] NO RECEIPT - ITEMIZE AMOUNTS BELOW

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____

Use back of sheet if needed TOTAL EXP. \$ _____

[] Payment to SPEAKER, TEACHER, BUSINESS
COMPLETE ADDRESS FOR 1099 MISC MAILING

NAME _____

Lecturer/Speaker's Phone _____ SS# _____

Date Paid _____ Check Number _____