



Elk Grove Quilt Guild

Expense Voucher

All requests for reimbursement of expenses must be accompanied by a receipt and signed by the chairperson. Please submit expense voucher to the Treasurer within 30 days of expenditures. Provide a detailed description of the expenditures; e.g. Quilt Show (opportunity quilt fabric), Membership (printing directory), etc. Contact the Treasurer if you have any questions about filling out this form.

Date Request Submitted:		Receipts attached: <i>(if no, explain on back)</i>	Yes	No
Person Submitting Request:				
Committee:				

Itemized Expenses		
Date	Items Purchased	Cost
Total Reimbursement Requested:		

Make check out to:		
Mailing address:		Phone:

Signature of Purchaser	Signature of Committee Chair (if not purchaser)
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For office use only	Category	Category #	Amount
Check Number:			
Check Date:			
Check Amount:			
Date Entered in Quicken:			
Voucher Number:		Total:	