

**Rocky Mountain Creative Quilters
Income and Expenditure Form**

Calendar Year: _____

Please use this form to report all income received from any source for the guild and to report any expenditure made on behalf of the guild. Staple original receipts to the form and complete all information. Expenditures over \$25 should be pre-approved by the board, either in the budget or with a board decision.

Date submitted: _____

Committee or Project: _____

Person Submitting form: _____

Address: _____

(Leave blank unless vendor is to be paid by RMCQ.)

Pay Vendor: _____

Address: _____

	Description of income items received or expenses incurred.	Amount:
1.		
2.		
3.		
4.		

Total amount: _____

Signature of Originator/ Date:

Signature of Committee Chair or Board Executive (required) / Date:

This box is for RMCQ use only:	
Date Received: _____	Income Account: _____
Date Paid out: _____	Date Deposited in Bank: _____
RMCQ Check #: _____	
Notes:	