

Rocky Mountain Creative Quilters Income and Expenditure Form

Calendar Year 2009

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.		

Signature of Originator / Date

Total Amount:

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: