

# Rocky Mountain Creative Quilters Income and Expenditure Form

Calendar Year 2008

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: