

To fill in form: Click on the line on which you wish to type; key in your information. Press TAB or left-click the mouse in the field you wish to fill in next. Use Acrobat's SAVE A COPY to save the file then print it out and send.

FOOTHILLS CRAFT GUILD, INC. Expense Report

| | | | |
|----|-------------------------------|--------------------|------------------------|
| | <u>Name</u> _____ | | <u>Date</u> _____ |
| | <u>Address</u> _____ | | |
| | _____ | | |
| | <u>Description of expense</u> | <u>Account No.</u> | <u>Date of expense</u> |
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ |
| 9 | _____ | _____ | _____ |
| 10 | _____ | _____ | _____ |
| | | Total | _____ |

Foothills Craft Guild Expense report is to be used by those members who incur expenses associated with the operation of the Guild.

Please fill out completely with a description of what the expense was for, the account number, date and the cost incurred. (Amount)

Expenses should be turned in at the end of the month in which they occur and a receipt for each item must be attached.

Expense checks will be issued within two weeks or sooner. Major expenses (greater than \$100) should be pre-approved by the Treasurer.

For approval, please email Bob Conlife (bdconlife@aol.com) and copy request to Dale Bohanan (bohanan9@msn.com).

Please use one of the following account numbers

Account No.

| | | | |
|----------------------------|-------------------------------|---------------------|----------------------------|
| 51202 Media-Fall | 51800 Entertainment-Fall | 50100 Supplies-Fall | 61000 Misc.expense-General |
| 50500 Direct Mail-Fall | 50650 Equipment Rental-Fall | 52451 Awards | 50400 Postage-General |
| 50850 Printing-Fall | 51450 Misc.expense-Fall | 62051 Jury Expense | 50260 Supplies-General |
| 51200 General Adv.Exp-Fall | 52301 Show Committee Exp-Fall | 62050 Membership | 53000 Website |