

COMMON THREADS QUILT GUILD – OHIO - Expense Form

Date Submitted: \_\_\_\_\_

Person submitting expenses: \_\_\_\_\_

Budget from which this should be subtracted: \_\_\_\_\_

**NOTE: Documentation (Contracts, receipts, bills, etc.) must be stapled to this form as documentation.**

List Each Expense	Amount (i.e. \$50.00)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total Expense	

Paid by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

2<sup>nd</sup> Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Check #