

**Appleseed Quilt Guild
Income/Expense Voucher**

Date: _____

My Name: _____

Expense/Income Account (example: Membership, Programs, etc.): _____

Description/Purpose of Income or Expense (example: postage for newsletters, etc.)

Amount(s) detailed: (if Income, please list each check number and each check amount below)

<u>Exp: Ck #101 \$12.50</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount of Income or Expense: _____ (if expense, tape receipt below or on back)

FOR EXPENSES ONLY - Approval signature (President): _____