

**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): \_\_\_\_\_