

Appleseed Quilters Guild

Income/Expense Voucher

Date: _____ My Name: _____

Expense or Income Account: (please check or circle one)

- | | | |
|--|---|--|
| <input type="checkbox"/> Programs/Workshop | <input type="checkbox"/> Kids Quilts/Philanthropy | <input type="checkbox"/> Door Prizes |
| <input type="checkbox"/> Education/Training | <input type="checkbox"/> Supplies/Postage | <input type="checkbox"/> Monthly Mini |
| <input type="checkbox"/> Library | <input type="checkbox"/> Donations | <input type="checkbox"/> Quilt Show |
| <input type="checkbox"/> Newsletter/Prep/Mailing | <input type="checkbox"/> Membership/Directory | <input type="checkbox"/> Miscellaneous |

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

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

Ex: Ck #101 Doe, \$12.50

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

FOR EXPENSES ONLY (Approval signature - President): _____

Treasurer Use Only

Check Date: _____ **Check #:** _____ **Check Amount:** _____
To: _____ **Purpose:** _____