



**Rio Salgado Portuguese Water Dog Club, Inc.**  
**Club Reimbursement and Income/Donation Deposit Form**

**INSTRUCTIONS:** Enter your name, the event or committee name, and the date of the event. List each item purchased/received along with \$ amount, add tax, if appropriate, and total the amount to be reimbursed or deposited on the last line. If you have more items than lines, list the remaining on the back of this form. **Attach all receipts, bundle checks, sign and date the form and forward to the Club Treasurer.**

Use a separate form when submitting Income/Donation deposits per "type", i.e., Donations, Dues, Event Fees. *Be sure to write the type of Income/Donation in the memo section of each check.* **Please include Entrant's/Donator's NAME for Fees or Donations.**

**Requestor's/Submitter's Name:** \_\_\_\_\_

**Event or Committee:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Expense Description	\$
Sample: Specialty Hospitality, Lunch	100.00
<b>Tax</b>	\$
<b>Total</b>	\$

Income/Donation Description	\$
Sample: #1234, Entry Fee, J. Smith	20.00
Sample: Cash, Donation, J. Smith	40.00
<b>Total</b>	\$

Continue on back if needed

**Comments:** \_\_\_\_\_

**Requestor's/Submitter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RSPWDC Administration Use only			
Date Received: _____	Date Paid/Deposited: _____	Amount Paid/Deposited: _____	Check Number: _____