**MOUNTAIN PINE WOMAN’S CLUB**

**EXPENSE VOUCHER**

**Attach Receipt(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid To (Print Name)** | |  | | |
| **Date:** |  | |
| **Phone** |  | | **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Expense Date** | **Description of Expense (include budget category)** | **Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **TOTAL** | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by: |  | Date: |  |

*GIVE ALL RECEIPTS, DOCUMENTATION AND THIS RECEIPT TO TREASURER*

**BUDGET CATEGORIES:**

* Arts and Culture
* Bazaar Expenses
* Brochures
* Business Cards
* Civic Engagement and Outreach
* CFWC Conventions
* Crafty Cards Supplies
* Directory
* Education and Libraries
* Environment
* Fundraiser
* Fundraising expenses
* Health and Wellness
* Newsletter
* Parker Days
* Postage
* Quilts of Valor
* Presidential Discretionary/Admin Expenses
* Scrapbook/Photography Supplies/Expenses
* Sunshine
* Website