

# Evening Star Quilt Guild - Reminbursement Expense Form

Pay to:

---

Address/phone/email:

---

Event Name and Committee Title:

Date	Vendor Name	Description	Amount	Budget to Charge

Ck No \_\_\_\_\_ Date \_\_\_\_\_

Total

**Loose receipts will not be accepted. Receipts should be taped to a plain piece of paper. Do not place tape on any writing on the receipt as it will make the writing disappear. Receipts usually have extra information that is not part of the sales, it can be removed so the receipt will fit on the paper.**