



Beeline Cruisers Motor Club

Car Club

Income / Expense Form

1. Please fill out this form before turning in Expenditures (for Reimbursement) and/or to report income.
2. List Expenditure or Event on Blank Line.
 - a. Example: Garage Tour (Use a separate form for each Event)
3. List each Expenditure and Amount on a separate line.
 - i. Example: Dash Plaques (\$100), Prizes (\$500)
4. Staple all receipts or invoices to the back of the form. If there are too many receipts, place into an envelope and staple to back of form.
5. If there is Income, please state what the Income is from and list the money or checks separately.
6. Use this form for the Expense, secure the Presidents review as may be required before submitting the form to the Treasurer for processing of a check.
7. The form may be submitted for both an Expenditure and Income for the same activity (**check your math before submitting**).
8. Sign and Date the form before submitting the form

DATE	ITEM	AMOUNT
TOTAL		

Team: _____

Submitted by: _____ Date: _____

Treasurer's Signature: _____ Date: _____

Check Number _____ Amount Paid: _____