



Beeline Cruisers Motor Club

Car Show

Income / Expense Form



1. Please fill out this form before turning in Income or Expense for the Car Show to the Car Show Director(s) for their review, before they turn it into the Treasurer for Reimbursement.
2. List each Income or Expense on a separate line.
 - a. Please turn in a separate form for each expenditure.
 - i. Example: 500 Car Show Flyers: copying (\$30), Envelopes (\$20), Stamps (\$84), Sponsor \$250.88)
 - ii. Example: Cost 500 T-Shirts Size L (\$2000), XL (\$1000), 2x (\$1000), Artwork (\$200), Artwork applied to T-Shirts (\$800)
3. Staple all receipts or invoices to the back of the form. Or, place into an envelope and staple to back of form.
(check your math before submitting)
4. Sign and Date the form before returning it into the Car Show Director(s) to review, before they turn it into the Treasurer for processing.
5. If you need funds before the expenditure is made, you will need to know the total cost up front and then prepare this form listing the expenditures like in the examples above. Turn the form into the Car Show Director for review, who will then turn the form into the Treasurer so a check can be issued to the business.

DATE	ITEM	AMOUNT
TOTAL		

Team: _____

Submitted by: _____ Date: _____

Treasurer's Signature: _____ Date: _____

Check Number _____ Amount Paid: _____