



Beeline Cruisers Motor Club

Car Club

Income / Expense Form

(Circle only one)

1. Please fill out a separate form before turning in for either expenditures for reimbursement 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/income item and amount on a separate line. If Income, please state what the Income is from.
 - a. Expenditure Example: Name badges, office supplies.
 - b. Income Example: Christmas party payment or other donations.
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. Use this form for the expense, secure the President's review as may be required before submitting the form to the Treasurer for processing of a check.
6. **(check your math before submitting).**
7. Sign and date the form before submitting. Be sure to include a mailing address.

DATE	ITEM	AMOUNT
TOTAL		

Team: _____

Submitted by: _____ Date: _____

Address: _____

Treasurer's Signature: _____ Date: _____

Check Number _____ Amount Paid: _____