



# Beeline Cruisers Motor Club

## Car Show

### Income / Expense Form

(Circle only one)



1. Please fill out this form before turning in income or expense (for reimbursement) for the Car Show to the Car Show Director for their review and approval, before director submits to the Treasurer for processing.
2. List each Income or Expense on a separate line. Please turn in a separate form for each expenditure.
  - a. Income Example: Hospitality: Baskets (\$300.), Friday 50/50 raffle (\$200.), Saturday 50/50 raffle (\$500.)
  - b. Expense 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 submitting. Be sure to include a mailing address.
5. If the vendor needs funds prior to the expenditure, you will need to have the total cost up front in a quote. 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
<b>TOTAL</b>		

Team: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number \_\_\_\_\_ Amount Paid: \_\_\_\_\_