Streetsville Horticultural Society

Expense Report

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Item/Items** | **Budget Line Item** | **Total Amount** |
| *Mar. 20/24* | *(Example) Photos* | *Board Expense- Archives* | *$14.98* |
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|  |  |  |  |

 TOTAL $ \_ \_ \_ \_ \_ \_

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All receipts **MUST** be attached to the Report for the expense to be paid.

Include the following:

1. Date purchased
2. Item(s) purchased
3. Budget Line Item (If known, otherwise leave blank & talk to Treasurer)
4. Total amount of purchase

Signature for funds received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque #\_\_\_\_\_\_\_\_