**SUFFOLK ARCHERS**

**EXPENSE REPORT**

**(Place Receipts & Expense Report in Envelope & Place in Treasurers Mailbox)**

DATE: \_\_\_ /\_\_\_ /\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_

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**EXPENSES (Receipts must be attached)**

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| --- | --- | --- | --- |
| **DATE** | **VENDOR** | **DESCRIPTION** | **TOTAL****EXPENSE** |
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**REIMBURSMENT (Please print clearly)**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL AMOUNT: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS:**

**STREET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATE: \_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

TOTAL AMOUNT: $\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DATE MAILED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_