**SUFFOLK ARCHERS**

**EXPENSE REPORT**

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

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPENSES (Receipts must be attached)**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **VENDOR** | **DESCRIPTION** | **TOTAL**  **EXPENSE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REIMBURSMENT (Please print clearly)**

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

**ADDRESS:**

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

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

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

**OFFICE USE ONLY**

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

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