

ALMONTE CIVITAN CLUB

CLUB EXPENSE FORM

Date: (A)

	Date (B)	Vendor (C)	Use/Reason (D)	GL Code (E)	Sub Total (F)	HST (G)	Total (H)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
					(I)	(J)	(K)
	Attach receipts in order listed			Totals:			

Submitted by: (L)

Date: (M)

Signature: (N)

Approved by: (O)

Cheq No (P) Cash (Q)

Signature for Cash (R)

LEGEND

- (A) Date Expense Claim Form Submitted
- (B) Date Expense Incurred
- (C) Vendor From Which Purchase Was Made
- (D) Use of or Reason for Purchase
- (E) General Ledger Code - Accounting Use Only
- (F) Value of Goods Less Taxes
- (G) All Taxes
- (H) Total Dollar Value of Invoice

- (I) (J) (K) Total Dollar Value of Column
- (L) Name of Person Submitting Report
- (M) Date Report Submitted
- (N) Signature of Person Submitting Report
- (O) Authorized Person from Dept at Interest
- (P) Cheque # of Payment - Assigned by Accounting
- (Q) Cash Amount Paid Out
- (R) Signature of Person Receiving Cash Payout