Greater Muskegon Woman's Club
Expense Accounting Report Form
Disbursements

Attach Receipts or Vendor invoices - Please use Separate Sheet for each Individual Disbursement

Name of Event / Purpose	
Date Submitted to Treasurer	
Submitted by	
Payable to (include address)	

Expense Information Detail

Date of Expense	List Details / Item(s) Purchased	Amount
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -
Total Amount to be Disbursed		**$ -**

Note that receipts are required for member reimbursement.
Invoice or Statement is required for vendor payment.