

FSQG QUILT SHOW EXPENSE REIMBURSEMENT

DATE:

PAYABLE TO:

ADDRESS:

CITY, STATE, ZIP

Quilt Show Expenses Category (Sub-Category)

PRINTING: (POSTCARD/POSTERS, FLYERS, NOTECARDS, PROGRAM, FORMS & INK)

PUBLICITY: (ADS, MAILINGS, T-SHIRTS)

OPERATIONS: (BOUTIQUE, CHECK-IN, DÉCOR, HOSPITALITY, INSURANCE, LABELS, MISC., RAFFLE BASKETS, SIGNS/BALLOONS, VENDORS)

VENUE: (RENT, SECURITY)

APPRECIATIONS:

DATE	DESCRIPTION	CATEGORY/SUBCATEGORY	AMOUNT

Include all receipts/invoices

TOTAL REIMBURSEMENT

Requested by - Print Name	Date
Requester's Signature	Date
Team Lead Approved by - Print Name	Date
Team Lead Signature	Date

Remit to Quilt Show Treasurer	
Office use:	
Check #	Date