

SC Division Officers Monthly Expense Report

Name/Office _____

Address _____

Date _____

Expenses:

Supplies (paper, envelopes, etc)

Please Itemize _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Subtotal \$ _____

Printing:

Convention _____ \$ _____

Minutes books _____ \$ _____

Newsletter _____ \$ _____

Copies _____ \$ _____

Subtotal \$ _____

Postage:

Officer Mailing _____ \$ _____

Minutes Books _____ \$ _____

Newsletter _____ \$ _____

Application _____ \$ _____

Supplemental _____ \$ _____

Subtotal \$ _____

Scrapbook _____ \$ _____

Subtotal \$ _____

Press Book _____ \$ _____

Subtotal \$ _____

Mileage (Division President only)

From: _____ To: _____

Date: _____
_____ miles @ 0.14/mile

\$ _____

List any other expenses: \$ _____

Grand Total \$ _____

Please attach all receipts to this form.

Mail to: Judy C. McAlhany
3924 Whitaker Road, SE
Harlem, GA 30814-4743

Approved: _____