

Event Name

**STPR**

Date of Event

**6/7/2008**

**EXPENSES**

**ATTACH ALL RECEIPTS**

Date	purchased from	Item	Budget Category	Sub-cat	total cost	Receipt Number
SAMPLE 4/1/2002	Staples	Copy paper	Supplies	Office	\$ -	1
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
<b>TOTAL EXPENSES</b>					\$ -	

**EVENT CHAIR**

**Meridith Croucher**

1100 Peirson Ave.  
Newark, NY 14513  
315-331-5354

**PROGRAM CHAIRMAN APPROVAL**

*(Approval needed before pymt can be made)*

Submitted by:

\_\_\_\_\_

Date:

\_\_\_\_\_

Phone No.

\_\_\_\_\_

Pay to:

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TREASURER:**

Joyce Bucknam  
220 Howell St.  
Palmyra, NY 14522  
315-597-5668

**Common categories/sub-cat**

- Travel - mileage
- Travel - accomodations
- Supplies - office
- Supplies - course
- Postage - stamps
- Postage - freight/shipping

Recorded in register? \_\_\_\_\_

Date check issued \_\_\_\_\_

Check number \_\_\_\_\_