

# Minnesota Bonsai Society

## Expense Voucher

**All expenditures of the Society MUST be accompanied by this form completely and clearly filled out, with receipts attached and signed by the appropriate MBS Chairperson or Officer.**

### Committee - (Select 1 Committee per Form)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Auction                      | <input type="checkbox"/> Intermediates Class  | <input type="checkbox"/> Raffle                 |
| <input type="checkbox"/> Bonsai Basics Class          | <input type="checkbox"/> Library              | <input type="checkbox"/> Social Event - Banquet |
| <input type="checkbox"/> Bonsai Professional Workshop | <input type="checkbox"/> Membership           | <input type="checkbox"/> Social Event – Picnic  |
| <input type="checkbox"/> Fundamentals Class           | <input type="checkbox"/> Mother’s Day Exhibit | <input type="checkbox"/> State Fair Exhibit     |
| <input type="checkbox"/> General Fund (President)     | <input type="checkbox"/> Novice Workshop      | <input type="checkbox"/> Treasurer              |
| <input type="checkbox"/> General Meetings             | <input type="checkbox"/> Publications         | <input type="checkbox"/> Website/Newsletter     |



### Expense Category (required – enter in the table below)

Books/Magazines/DVDs	Insurance	Prizes	Subscriptions
Entertainment	Other	Rental – Equipment	Supplies/Materials
Equipment/Tools	Postage/Shipping	Rental – Space	Tickets
Fees - Processing	Pots	Service Charges	Travel/Parking
Food/Refreshments	Presenter/Master Fees	Software/Web Fees	Trees/Plants (Inc. Shipping)
Guest Meals	Printing/Copying	Soil	Wire

Request Date: \_\_\_\_\_

To whom the check should be issued: \_\_\_\_\_

Address to mail the check: \_\_\_\_\_

Committee Chair Authorizing Signature: \_\_\_\_\_ Date \_\_\_\_\_



**Provide complete listing of each item by Purchase Category and amount claimed. Use additional forms if needed.**

Item #	Vendor	Item Purchased	Expense Category (required)	Receipt (Y/N)	\$ Amount
1					
2					
3					
4					
5					
6					
7					
8					

Group all expenses for a given Expense Category on one line.