|  |
| --- |
| **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) | | |
| Auction | Intermediates Class | Raffle |
| Bonsai Basics Class | Library | Social Event - Banquet |
| Bonsai Professional Workshop | Membership | Social Event – Picnic |
| Fundamentals Class | Mother’s Day Exhibit | State Fair Exhibit |
| General Fund (President) | Novice Workshop | Treasurer |
| General Meetings | Publications | 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.**