

**EXPENSE SHEET  
QUILT GUILD OF GREATER VICTORIA**

**Attention: This sheet must accompany every committee expense if to be paid by the quilt guild. Thank you for your cooperation.**

Date you are submitting: \_\_\_\_\_

Your name \_\_\_\_\_ Committee \_\_\_\_\_

Special Event \_\_\_\_\_

A brief description of the expense is \_\_\_\_\_

Check one  RECEIPT ATTACHED TO BACK  
 NO RECEIPT - ITEMIZE AMOUNTS BELOW

**ITEM**

**AMOUNT**

_____	_____
_____	_____
_____	_____
_____	_____

Use back of sheet if needed      **TOTAL EXP. \$** \_\_\_\_\_

Payment to **SPEAKER, TEACHER, BUSINESS**  
**COMPLETE ADDRESS FOR 1099 MISC MAILING**

**NAME** \_\_\_\_\_

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

Lecturer/Speaker's Phone \_\_\_\_\_ SS# \_\_\_\_\_

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_

**EXPENSE SHEET  
QUILT GUILD OF GREATER VICTORIA**

**Attention: This sheet must accompany every committee expense if to be paid by the quilt guild. Thank you for your cooperation.**

Date you are submitting: \_\_\_\_\_

Your name \_\_\_\_\_ Committee \_\_\_\_\_

Special Event \_\_\_\_\_

A brief description of the expense is \_\_\_\_\_

Check one  RECEIPT ATTACHED TO BACK  
 NO RECEIPT - ITEMIZE AMOUNTS BELOW

**ITEM**

**AMOUNT**

_____	_____
_____	_____
_____	_____
_____	_____

Use back of sheet if needed      **TOTAL EXP. \$** \_\_\_\_\_

Payment to **SPEAKER, TEACHER, BUSINESS**  
**COMPLETE ADDRESS FOR 1099 MISC MAILING**

**NAME** \_\_\_\_\_

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

Lecturer/Speaker's Phone \_\_\_\_\_ SS# \_\_\_\_\_

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_