

**LAKE MURRAY SAILING CLUB
EXPENSE VOUCHER**

PAYABLE TO: _____ AMOUNT: _____
 ADDRESS: _____ EVENT: _____

	DESCRIPTION	AMOUNT	CHARGE TO*	ACCT USE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL			

Attach receipts to this voucher, marking each receipt to correspond to the item number above.
 *Please refer to the table below and indicate which account each expenditure should be charged to. If items not to be charged to the Club appear on the receipt, please circle or highlight those items to be paid.

SUBMITTED BY: _____ DATE: _____
 APPROVED BY: _____ DATE: _____
 FOR ACCOUNTANT USE: CHECK NO: _____ DATE PAID: _____

House and grounds	Docks and Watercraft	Club activities	General
Cleaning Electricity Garbage service Grounds Telephone Propane Paper, supplies Repairs and maintenance Security	Gasoline Race equipment Repairs and maintenance Dock maintenance Dock license	Club races Regattas Entertainment Meetings/work parties Training Learn to sail Youth	Bank charges Bookkeeping Newsletter Office supplies Promotional / Web page Yearbook Other misc