EXPENSE FORM

Forward to: Treasurer Michael Askew, 227 Dataw Drive (214-497-7369)

Member name: _____

Address: _____ Phone: _____

Email: _____ Date submitted: _____

Must be itemized and receipts attached

Capital Investment	Equipment & Furniture	$
	Art Supplies (non-consumable)	
Supplies	Studio Art Supplies (consumable)	
	Card Club Supplies	
	Clay Club Supplies	
VAC Publicity	Publicity General	
	Publicity Merchandise	
Class Expenses	Art Class Supplies	
	Art Class Instructor Fee	
	Art Sparks Inclusive	
	Carolina Sportscare Fees	
Art Exhibits	Art Exhibit (juror fee, ribbons)	
	Exhibit Reception	
	Exhibit Sales Commission (CSC)	
	Photography Exhibit (juror fee, ribbons)	
Special Events	Mistletoe Market	
	Spring Sales Event	
Contributions	Donations & Gifts	
General Expenses	Administrative	
	Website	
	Miscellaneous	
	Total amount requested	$

Check payable to and delivered to if different than above: _____

Treasurer's Notes

Check #: _____ Date paid: _____