**SCW Zymurgy Club Income & Expense Request**

Event Name

Check Payable to:

Address:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Club Members**  | **Guests**  | **Total/ Collected**  | **Comments**  |
| Number at event  |   |   |   |   |
| $ per person  |   |   |   |   |
| 50/50  |   |   |   |   |
| Raffle  |   |   |   |   |
| Other  |   |   |   |   |

|  |  |  |
| --- | --- | --- |
| **Expense Summary**  | **Dollar Amount**  | **Explanation of expense**  |
| Advertising /Logo items  |   |   |
| Alcoholic beverages  |   |   |
| Club/Office Supplies  |   |   |
| Event food & Beverages/Water  |   |   |
| Event/Raffle Expense  |   |   |
| Event/Raffle Expense  |   |   |
| Speaker/presenter/band fee |  |   |
| Membership – Badge Cost |  |  |
| Crafting Supplies  |   |   |
| Major Equipment >$300.00  |   |   |
| Minor Equipment <$300.00  |   |   |
|  |  |   |
| **Total Expenses:**  |  |  |

**Signature and Date:**

When Income/ Expense Request are submitted to the SCW Zymurgy Club Treasurer this form must be used **with attached receipts**. Use the back of this page or separate page to list Names, amount paid, check # or paid by cash.

Expenses must first be **approved by the club President** before the treasurer can issue the check. **Submit this form with income and/or expense receipts to the club treasurer.**

SCW Zymurgy Club Treasurer

PO BOX 5566

Sun City West, AZ 85375

Email: treasurer@scwzymurgyclub.com

Approved by: Check # and Date: