**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: