

ASC Funds Disbursement Sheet

Date _____

Requested by _____ Phone # _____

Receipt from (store,website) _____

Receipt attached: Yes/No If no, why? _____

Choose the account to charge. Enter the dollar amount and description. A receipt may be split between several accounts.

ACCOUNT NAME	AMOUNT	DESCRIPTION
President		
-gifts		
-operating expenses		
Secretary		
-office supplies		
General Treasurer		
Charitable Treasurer		
1 st Vice President		
Historian		
Publicity		
-Website		
-Newsletter		
-Media		
Membership/Hospitality		
Programs		
-September Coffee		
-Monthly activities		
-door prizes		
-table decorations		
Ways and Means		
Cookie Caper		
2 nd Vice President		
Scholarships		
Special Activities		
Childcare		
Miscellaneous		

Check Number _____ Date Issued _____ Amount _____

Check Payable to _____

Issued by _____ Signed by _____

Notes: