

# Expense Report WAM

Name of WAM member \_\_\_\_\_

## Circle the Category for debit or credit

Social      Fundraising      Program      Newsletter      Membership  
Trips      Publicity      Tournament      WAM General

## Circle type for debit or credit

Special Events      Printing      Postage      Miscellaneous  
Gifts/Donations      Fundraising      Publicity      Membership  
Tournament Entries      Bank charges

Write the description to include name of company and what was purchased; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amt \_\_\_\_\_ Date of receipt \_\_\_\_\_ How Paid (Charge, cash, check) \_\_\_\_\_

1. **Amt:** You may submit more than one receipt per form. Attach the receipts in order of above disbursements.
2. You must fill out this form to receive a check from the WAM Treasurer

Treasurer Notes \_\_\_\_\_

Date received \_\_\_\_\_

Date audited \_\_\_\_\_

Check number \_\_\_\_\_

Date entered into Quicken \_\_\_\_\_