

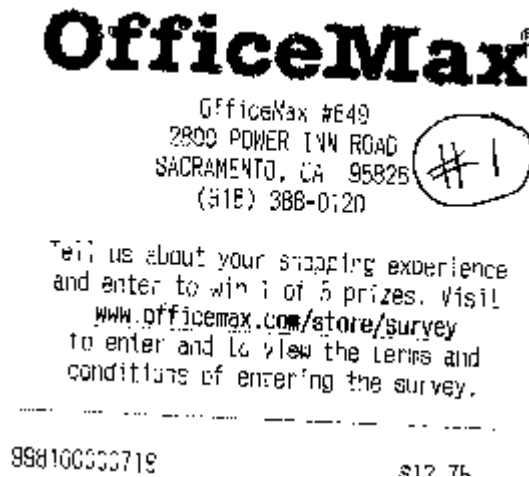


Sacramento Walking Sticks Expense Report Instructions

The Expense Report form is designed to account for up to 20 receipts. All original receipts must be submitted with the report. If you need a copy, make copies before you turn the Expense Report in.

1. Hand write the Receipt Number on the receipt as shown below:
2. Complete the date that the expense was incurred.
3. Complete the description which should list what was bought.
4. Complete the Vendor column - where you purchased the item(s).
5. When you are ready to turn the report in to the Treasurer, total up the amounts in the last line. Be sure to double check your addition so there's less confusion.
6. Make sure your name and date are at the top of the form.

Example of a receipt:



This form and instructions are available on the "Admin/Legal" page of the website:
<http://www.sacramentowalkingsticks.org/AdminLegal.html>