



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.

Please do not fill in the following:

- The "E.R. #:" box near the top of the form.
- The "E", "A", or "M" columns.
- The "For Treasurer's Use:" area.

Complete as you incur expenses:

1. Hand write the Receipt Number on the receipts as shown below:
2. Enter the date that the expense was incurred.
3. Enter a brief description of items purchased.
4. Enter where you purchased the item(s) in the "Vendor" column.
5. Enter the Amount you paid.
6. You may optionally total the expenses. You may also trust the Treasurer's spreadsheet to do the arithmetic properly.

Example of a receipt:

OfficeMax[®]

OfficeMax #649
2800 POWER LANE ROAD
SACRAMENTO, CA 95825
(916) 388-0120



Tell us about your shopping experience
and enter to win 1 of 5 prizes. Visit
www.officemax.com/store/survey
to enter and to view the terms and
conditions of entering the survey.

988100000719

812 75

When you are ready to submit the Expense Report:

- Enter your name and the date that you are submitting the expense report at the top of the form.
- Mail the report and receipts to the club PO Box (on the home page) or email the Treasurer for his/her home address or hand the report and receipts to the Treasurer in person.

The Expense Report form and these Instructions are available on the "Admin/Legal" page of the website: <http://www.sacramentowalkingsticks.org/AdminLegal.html>