



Leonardo DaVinci Lodge 2992

EXPENSE REPORT

This report must be filled out and turned in to the Financial Secretary, WITH ATTACHED ORIGINAL RECEIPT, before payment can be issued.

Date: _____	Date: _____
Submitted By	Approved for Payment
NAME: _____ _____	_____
Member Signature	Lodge President

ITEMS	NO.	INDIVIDUAL COST	TOTAL
BEVERAGES (ice, water, soda, coffee, milk, etc.)			
FOOD PRODUCTS (Meats, Breads, Salad, Desserts, Etc.)			
PAPER PRODUCTS (cups, dishes, napkins, cutlery, etc.)			
DECORATIONS (tablecloths, candles, prizes, etc.)			
HEALTH AND WELFARE (plants, greeting cards, etc.)			
POSTAGE STAMPS			
OFFICE SUPPLIES (print cartridge, paper, etc.)			
PRINTING SERVICES (bus & membership cards, pamphlets, etc.)			
OTHER			
Amount Due			