

**MERRIMACK VALLEY QUILTERS GUILD    EXPENSE VOUCHER**

*Mail Voucher and attached receipts to:*

Gail Forthoffer  
113 Elm Street  
Methuen, MA 01844

*Treasurer Information*

Paid Date \_\_\_\_\_  
Check # \_\_\_\_\_  
Posted \_\_\_\_\_

|  |
|--|
| <i>Make Check Payable To (Please Print):</i> |
|  |
| <i>Date</i>                                  |
|  |
| <i>Signature of MVQ Member:</i>              |
|  |
| <i>Signature of Chairperson/President</i>    |
|  |

|                                   |
|-----------------------------------|
| <i>Mailing Address:</i>           |
|                                   |
|                                   |
| <i>Amount Requested    \$</i>     |
|                                   |
| <i>Member's Telephone / Email</i> |
|                                   |
|                                   |

**PLEASE CHECK CATEGORY EXPENSE WITH EXPLANATION**

***Programs and Workshops***

- Speaker fee (name \_\_\_\_\_)
- Travel (Speaker/Instructor \_\_\_\_\_)
- Workshops
- Supplies
- Printing and mailing
- Travel (speaker/instructor)
- Meals/Lodging (speaker/instructor)
- Misc. (please explain below)

***Quilt Show***

- Show set-up, rentals, & supplies
- Publicity, printing, & mailing
- Kitchen
- Boutique
- Misc. (please explain below)
- Penny Raffle

***Newsletter***

- Mailing
- Printing

***Raffle Quilt***

- Supplies
- Tickets
- Misc. (Please Explain Below)

***Meetings***

- Hall Rental \_\_\_\_\_
- Room Set up / Custodian \_\_\_\_\_

***Membership***

- Door Prize / Early Entry Winner \_\_\_\_\_
- Vendor Gift Certificate
- Printing and Mailing
- Misc.

***Other***

- Trips – Please explain below
- Awards
- Gifts
- Donations – Please explain below
- Sunshine
- Other – Please explain below

|                     |
|---------------------|
| <b>EXPLANATION:</b> |
|                     |
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|                     |