

**MERRIMACK VALLEY QUILTERS GUILD    EXPENSE VOUCHER**

Mail Voucher and attached receipts to:

Diane Kelley  
15 Second Street  
Ipswich, MA 01938

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>