



EXPENSE REPORT

Submitted By (Print): _____ Date: _____

I SWEAR THAT THE ITEMS LISTED ON THIS FORM ARE FOR THE SOLE USE OF THE PALMETTO GUN CLUB.

SIGNED _____

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM

Pay To	Item Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

CHARGE TO:

Match (Name): _____

Range Maintenance – Describe project: _____

Equipment Maintenance & Repair

Gate Maintenance / Gate cards

Classes & WOT programs: _____

Junior Programs: _____

Security System, Satellite, Internet, Domain fees: _____

Administrative Costs: (printing, postage, affiliations, secretarial supplies)

Logo Apparel

Club Picnic

FONRA, NRA/ILA, other: _____

Other: _____

Payment Method: Main Checking Range Maintenance Special Match

Check Number: _____ Date: _____

Debit Card (last 4 digits): _____ Cardholder Name: _____

For payments in excess of \$100, an Executive Committee member other than the Treasurer must approve the Expense:

EC Member Signature: _____ Date: _____

Office use:
Posting date: ___/___/___ Signed: _____