

# Asheville Quilt Guild

## Quilt Show Expense Voucher

Please mail completed voucher to:

Laura Suich, 962 Asbury Rd, Waynesville, NC 28785

Or: Scan & email voucher and backup to [treasureraqg@gmail.com](mailto:treasureraqg@gmail.com)

\*Check#:

\*Date Paid:

**NOTE:** If you are reporting non- Quilt Show expenses, please use the **Expense Voucher** form

submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

List Expense Account, Description/Purpose, Amount below and attach receipts (staple to back of form)

QS Account (see partial list below)	Purpose/Description	Amount
<b>TOTAL:</b>		

**Quilt Show  
Budget Expense Accounts**

Admissions  
Drapes  
Hostesses  
Publicity  
Takedown

Awards  
Dropoff  
Judges  
Hospitality  
Labels  
Treasure Hunt

Data Entry  
DVD  
Judging Day  
Ribbons  
Vendors

Decorations  
Gallery  
Mail-back  
Signage  
Venue

Demonstrations  
Gift Shop  
Programs  
Setup  
Sponsors  
Program Ads