

# ACS Midland Section Expenditure / Income Report Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ David Potts \_\_\_\_\_

Treasurer email: [treasurer@midlandacs.org](mailto:treasurer@midlandacs.org)

Transaction type: Expenditure  or income

Amount: \$ \_\_\_\_\_

value fills automatically from next page

Amount spent on food for consumption: \$ \_\_\_\_\_

value fills automatically from next page

ACS credit card  Personal

Only one receipt type allowed\* 

Category/Committee (please choose (X) one of the following):

**Executive:**

- Executive
- Awards
- Councilor travel
- Finance
- Historian
- Nominations and elections
- Publicity/website

**Technical:**

- Diversity and Inclusion
- Fall Scientific Meeting
- MMTG
- Program
- Senior Chemists
- Student Members
- Volunteer Appreciation Dinner
- Women Chemist Committee
- H2O Q
- Younger Chemist Committee

**Public Outreach:**

- CCEW/Sustainability
- Chemistry Olympiad
- General Outreach
- NCW
- Project SEED
- Teacher Support
- Weyenberg Student Travel

**Designated funds (indicate grant):**

- \_\_\_\_\_

Type:  Venue  Food  Supplies  Speaker  Giveaway  Printed matter  Storage  Other

Explain the reason for the expense/income: \_\_\_\_\_

Committee chair: \_\_\_\_\_

Committee chair's signature (or attach email approval): \_\_\_\_\_

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

Mail check to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Attach original receipts to this form for expenditures

Attach listing of checks or cash to this form for income

-----Do not write below this line-----

Received: \_\_\_\_\_

Processed: \_\_\_\_\_

Check sent: \_\_\_\_\_

Check number: \_\_\_\_\_

Committee: \_\_\_\_\_

Treasurer: \_\_\_\_\_

# ACS Midland Section Expenditure / Income Report Form

## **Itemized Expenditures or Income**

**use separate forms for income and expenses**



## **ACS Midland Section Expenditure / Income Report Form**

### **Instructions:**

This form is used to report either expenditures (expenses) or income for the Midland ACS Local Section. Enter only income or expenses, NEVER both on the same form.

Check the box indicating whether this is income or expenses.

Check the box indicating whether a reimbursement is required or whether the expense was charged to the local section credit card. Fill out a separate expense form for credit card charges and reimbursements. Do NOT mix on a single reimbursement form.

If the expense was charged to the ACS card, do not complete the section check payable. No need to enter name or address.

Enter each receipt on a separate line on page 2. Total amount and the amount for food will populate the fields on page 1 from the values entered on page 2.

Food expenses are tracked differently from other expenses. In those cases where food is purchased, enter the food expense in the “Food Expense” column and the total expense, including the food expense in the “Total Expense/Income” column. To be clear, the total expense reported in the last column should include the food.

If there is not enough space on this form or if a detailed spreadsheet exists, feel free to attach a spreadsheet so long as it contains the fields in the table on page 2. When using a spreadsheet, type “see spreadsheet” in the line 1 description, complete only the top row of food and total expenses, transferring only the total values from the spreadsheet you create. Values from page 2 populate fields on page 1 so this must be done. Copying total values from the spreadsheet to the top row is all that is required. There is no need to fully populate the table on page 2 when attaching a spreadsheet.