

A.C.S. Midland Local Section EXPENDITURE / INCOME REPORT FORM

NAME: _____

DATE: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

TREASURER: Elena Montoto

TREASURER EMAIL: ECMontoto@dow.com

TRANSACTION TYPE: EXPENDITURE or INCOME AMOUNT: \$ _____

Amount for meals in above transaction: \$ _____ ACS Credit Card Personal \$
Only one receipt type allowed**

COMMITTEE/CATEGORY (please choose from (x) one of the following, or explain):

Executive

- Executive (postage, leadership conference)
- Nominations and Elections
- Councilor travel
- Historian
- Awards
- Publicity/Website

Committees

- Silver Circle
- ACS Day Fair
- MMTG
- CCEW/NCW
- Project SEED
- Chemistry Olympiad
- Weyenberg Student travel
- Fall Scientific Meeting

- YCC
- Student Members
- Program
- Diversity

Designated Funds:

Type: Venue Food Supplies Speaker Give-away 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: (name) _____

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: \_\_\_\_\_

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

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## ITEMIZED EXPENDITURES

| Expense description | Vendor | Date         | Amount |
|---------------------|--------|--------------|--------|
|                     |        |              |        |
|                     |        |              |        |
|                     |        |              |        |
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|                     |        |              |        |
|                     |        |              |        |
|                     |        |              |        |
|                     |        | <b>TOTAL</b> |        |

## INCOME LINE ITEMS

| Income description | Source | Amount |
|--------------------|--------|--------|
|                    |        |        |
|                    |        |        |
|                    |        |        |
|                    |        |        |
| <b>TOTAL</b>       |        |        |