

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

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TREASURER: Elena Montoto

TREASURER EMAIL: treasurer@midlandacs.org

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: \_\_\_\_\_

