Rolling Hills H.S.A.

EXPENSE TRACKING REPORT

CHAIR-PERSON NAME:	CHAIR PHONE:
	CHAIR EMAIL:
EVENT:	EVENT DATE:
DATE SUBMITTED:	

Please use this form to track the expenses for your event.
Expenses can include, but not limited to:

* Supplies
* Decorations
* Venue
* Table
* Food
* Services (ie: DJ)
* Raffle prizes
* Etc.

Remember committee members should collectively discuss the budget event and agree upon what purchases are appropriate for your event.
Any purchase over $100 will need RHHSA Board approval. If you need to secure a deposit, please work with the Treasurer to use the credit card.Thank you!

RHHSA Expense Tracking Form					
Expense	**Date**	**Vendor**	**Amount**	**Committee Member**	**Receipt Submitted**