

MKG Expense Form

Month _____
Date _____
Submitter _____

Amount

Newsletter

Newsletter Printing _____

Newsletter Postage _____

Membership

Membership Supplies _____

Membership Postage _____

Library

Library Purchase _____

Meeting

Misc.

Expenses will be reimbursed at the monthly MKG board meeting. This should be enough time to compile all expenses for that month's meeting.

For items such as bartenders, foodservices etc, please ask if they can mail an invoice to the treasurer.