Expense & Revenue Form

Expense:

Date:_____   Amount:_____

Name and Phone Number of Person Submitting Expense Form:

_____

What is this expense for?_____

Where should this expense be coded to: (Tournaments, Concessions, Fundraising, etc)

_____

Who should be reimbursed:_____

Please include all receipt(s)

Revenue:

Date:_____   Amount:_____

Name and Phone Number of Person Submitting Revenue Form:

_____

Where should this revenue be coded to: (Tournaments, Clothing, Fundraising, etc)

_____

Amount in Cash:_____   Amount in Checks:_____

Please list checks individually below

Completed Expense Forms need to be emailed to riverlakesbills@gmail.com
Completed Revenue Forms need to submit a photo of their completed form and text it to Kyle Akerson at 320-894-7081 and, place deposit in payment box **Do not place any cash in the payment boxes**

Please call Kyle Akerson with any questions regarding this form at 320-894-7081