



TREASURER GENERAL FORM

Depositor _____
 Phone _____
 Email _____
 Committee _____

Date _____
 Payee _____
 Business _____
 Address _____
 City/ST/Zip _____

INCOME/DEPOSITS

General

Community QOV Raffle	
Community Quilt Raffle	
Community Quilt Workshops	
Donations	
Member/Guest Income	
Quilt Frames Rental	
Raffle Quilt Income	
Teacup Auction	
Weekend Retreat	
Workshop Income	
Other _____	

TOTAL INCOME

EXPENSES/REIMBURSEMENTS

General

Advertising	
Community QOV Supplies	
Community Quilt Supplies	
Community Quilt Workshops	
Discretionary	
Educational Program Expense	
Library Expense	
Membership Exp.	
Newsletter Expense	
Office Supplies	
Raffle Quilt Expense	
Sew-In Events	
Teacup Auction Expense	
Weekend Retreat Expense	
Workshop Expense	
Other _____	

TOTAL EXPENSES

 Signature (Person submitting form)

 Approval for Payment
 Committee Chair or Board Member
 (Not submitter)

INSTRUCTIONS

Payments for \$300 or more require additional board member signature.
 Federal W-9 required for payments over \$600 and direct sales over \$5,000.
 W-9 collection of Taxpayer Identification Number (TIN) must be kept confidential.
 Please write your name on all receipts and circle amount. Mail to Treasurer below.

Mail/email form and receipts to CVQGV Treasurer
 c/o Chris Wrobel, 447 Westview Circle, Williston, VT 05495
bobaileyme@gmail.com