

# NORTH CAROLINA FEDERATION OF MUSIC CLUBS

## EXPENSE LOG

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt Number	FOR (What was purchased)	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
<b>TOTAL AMOUNT DUE</b>		

**INSTRUCTIONS:** Number all receipts to correspond to the line numbers on the Log. A RECEIPT MUST be submitted for each item listed. If you are submitting a bill that is to be paid directly to a business or other person, list that item on a SEPARATE LOG from all the other items. Include a note on the form stating "PAY DIRECTLY TO \_\_\_\_\_", otherwise the check will be made payable to you. It would then be your responsibility to cash the check and pay the bill. ALL LOGS MUST BE SIGNED BELOW INCLUDING YOUR TITLE.

SIGNATURE & TITLE \_\_\_\_\_