Capital City Scribes

☐ **INCOME** Please do not submit Income and Expenses on the same sheet

Person Submitting:

Committee Submitting:

Source	Amount
Total	

☐ **EXPENSES** Please do not submit Income and Expenses on the same sheet

Person Submitting: Date:

Check payable to: Check Number:

Address:

Officer Approval:

Description	Breakdown by Committee	Amount
Please attach receipts.	Total	

Please keep a copy for your own committee records.