

# 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.