

From: (Committee Chairperson) \_\_\_\_\_  
To: Treasurer, Bayside Lions Club  
Subj: (description of expense) \_\_\_\_\_

**Bayside Lions Club  
Expense Document**

1. Please issue a check in the amount of \$ \_\_\_\_\_ payable to: \_\_\_\_\_  
and charge the following indicated budget account:

Activities Expense

- Activities Supplies
- BLAND Contest
- Pack, Troop, & Crew 391
- Boys & Girls
- Hearing & Speech
- Health & Welfare
- Food Baskets
- Fund Raising Expenses
- Peanut Sale Expense
- Broom Sale Expense
- Hearing Impaired Picnic
- Scholarship
- Sight Conservation
- Other (Specify)

Administrative Expense

- Admin Supplies
- District/Region Mtg. Meals
- International Supplies
- Entertainment
- Meals
- Flowers & Fruit
- Newsletter
- Other (Specify)

Check mailing address (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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