INSTRUCTIONS!

1. **Fold** ends of the receipts back. If necessary, cut exceedingly long receipts.
2. **Tape** receipts squarely on sheet.
3. **Circle** all final prices.
4. **Complete** RFC
5. **Staple** RFC, this sheet and club minutes together in that order.

Need to explain something to the senate treasurer? Write below.

Your Name: __________________

Club Name: __________________

Fund: 619  
Unit: 6008501  
Object: 1770

Paid with:  
☐ Personal Cash  
☐ Senate Card #: __________________  
☐ Other

In the spirit of accounting accuracy,
Tape receipts here, here, and here.