

LHPA 2011-2012 EVENT EXPENSE REPORT

*Please email or submit copy to Janie Miles at milesvero@yahoo.com or LS LHPA Basket
Place 2nd copy in your LHPA Event Notebook*

EVENT: _____
 EVENT CHAIRPERSONS: _____
 2011-12 BUDGET: _____
 DATE SUBMITTED: _____

VENDOR/DESCRIPTION	REIMBURSED OR PAID BY LHPA Y/N	DONATED OR GIFTED-IN-KIND Y/N***	\$ AMOUNT
FOOD:			
DECORATIONS:			
ENTERTAINMENT:			
PROMOTIONS/ADVERTISING:			
PRIZES/GIFTS:			
POSTAGE/PRINTING:			
MISCELLANEOUS:			
TOTAL EXPENSE FOR EVENT:			

*****If donation or gift in-kind from one individual/business exceeds \$500, a Donation/Gift In-Kind Form must be filled out and submitted to Janie Miles in the LS Office LHPA Basket Forms may be obtained by contacting Janie Miles at milesvero@yahoo.com**