

# Tournament Expense Form

Tournament \_\_\_\_\_

Date(s) \_\_\_\_\_

Chair(s) \_\_\_\_\_

Budget \$ \_\_\_\_\_ Number of participants \_\_\_\_\_



The amount budgeted is intended to pay for all expenses including publicity, decorations, prizes, etc. Please do not exceed the budget. (Sweeps are paid from a separate fund.) If you are able to borrow some items or have some items donated, please list them for subsequent tournament chair(s). Don't forget to check the cage for decorating items you may want to borrow.

Item(s) Purchased	\$ Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	\$ _____

<b>Item(s) Donated</b>	<b>By:</b>
_____	_____
_____	_____

<b>Item(s) Borrowed</b>	<b>From:</b>
_____	_____
_____	_____

To be reimbursed, complete the Reimbursement Form and give it to the Treasurer along with a copy of this form. A second copy goes into the Tournament Binder with your summary and other documents.

**Thank You for volunteering!**  
**Please contact the Tournament Director with any questions or concerns!**