



Weston Creek Men's Shed Incorporated

ACT A05526
 ABN 50 499 680 621
 37 Bangalay Crescent, Rivett ACT 2611



Expense Approval Form

Member Name:		Expense Period
Member Signature:		01/07/2023 to 30/06/2024
Member Email:		Ref:

Business Purpose (Expenses) Category:			
1. 1. Wshop Supplies	2. Office Supplies	3. Catering – For Shed (not Bunnings)	
4. 4. Wshop Equipment	5. Office Equipment	6. Catering Equipment	
7. 7. Wshop Repairs	8. Office Equip Repairs	9. Catering - Other	
10. Wshop Improv	11. Shed Repairs	12. ACTEWAGL Elec	
13. Wshop - Other	14. Shed/Soc/Gnd Improv	15. Cleaning, Gardening Supplies/Equip Costs	
16. Bunnings BBQ	17. Insurance	18. Transfer of Funds to Other Account	
19. Bank Fees, Tyro	20. Other (honorarium etc)		
Date	Description	Category	Cost
		1	\$
		Total Cost	\$
Bank Account Payment Details		BSB:	
		Account No.:	
Approver (1) Name:		Date:	
Signature:			
Approver (2) Name:		Date:	
Signature:			