



Date (DD-MMM-YYYY): _____

Ledger item: page ____ line ____

Cheque Number: _____

Transaction Record

Details

Flow of transaction: Revenue (in) Expense (out) Internal (transfer, etc)

Amount: _____

To / From: _____

Details of Transaction: _____

Approval:

1) The date of the minutes in which approval was given:

OR

2) This is one of the society's pre-approved items as indicated by the check(s):
GeekBeer provisions Barbeque provisions Bartending
Society Desk