



## EXAMPLE (ON LETTERHEAD)

(DATE)

Winneshiek County Extension  
911 South Mill Street  
Decorah, IA 52101

RE: Expenses for (County ) FFI Team meeting

(Expense date)	Room Rent	\$25.00
(Expense date)	Meeting copies (30 copies x .15)	4.50
(Expense date)	Postage for postcard invites (10 x .26)	2.60
(Expense date)	Meeting food (include receipts)	20.00
	Total	\$52.10

Please make payment to:

(Name)

(Address)

(City/State/Zip)

Thank you!

(SIGNATURE)