

Manager Acknowledgment

Modern Woodmen of America
1701 1st Avenue
Rock Island, Illinois 61201
1.800.447.9811
www.modernwoodmen.org



This form should be completed by the manager on duty at the location of the chapter activity if a receipt for food or admission costs is not available. It can be used when payment is made directly to the location or cash given to attendees. The completed form should be uploaded and attached to your activity report on imakeanimpact.org in the Receipt area. PLEASE DO NOT MAIL THIS FORM.

TO BE COMPLETED BY MANAGER ON DUTY Chapter Activity Billing Statement

Number: _____	Circle One: Chapter / Summit Chapter
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A. Business Name _____

B. Address _____

C. Activity Date _____

D. Number Served Or Admitted * _____

E. Cost Per Meal Or Admission * \$ _____

F. Total Meal Or Admission Cost * \$ _____

G. Please List Other Charges (i.e. door prizes, tip)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

H. Total Amount Billed to Chapter \$ _____

*If costs are determined by basis other than number served or admitted, such as billing by whole food units (number of pizzas) or fixed rental charges, list and describe under Item G above.

MUST BE COMPLETED FOR AUDITING PURPOSES

Signature (Manager on Duty)

Date

Print Name

Phone Number

(MISSING OR PHOTOCOPIED SIGNATURES WILL DELAY REIMBURSEMENT.)