

<b><u>MCT TRANSACTION SHEET</u></b>			<b><u>MCT TRANSACTION SHEET</u></b>		
Pay \$			Pay \$		
To			To		
For (Item)			For (Item)		
Purchased From			Purchased From		
(Attach receipts)			(Attach receipts)		
Charge to Category			Charge to Category		
(See Category List below)			(See Category List below)		
Class			Class		
(See Class List below)			(See Class List below)		
Authorization			Authorization		
(Producer, Officer, Committee Chair, etc.)			(Producer, Officer, Committee Chair, etc.)		
<b>Category List</b>	<b>Class List</b>		<b>Category List</b>	<b>Class List</b>	
Show Name	Box Office	Publicity, Ads	Show Name	Box Office	Publicity, Ads
Activity Name	Cosmetics	Rental, Lease	Activity Name	Cosmetics	Rental, Lease
Ad Book	Electrical	Royalty	Ad Book	Electrical	Royalty
Barn	House	Scripts	Barn	House	Scripts
General Fund	Miscellaneous	Set	General Fund	Miscellaneous	Set
Miscellaneous	Office Expense	Show Programs	Miscellaneous	Office Expense	Show Programs
Play Reading	Postage	Sound	Play Reading	Postage	Sound
Membership	Printing	Stationery	Membership	Printing	Stationery
Genuardi Tapes	Promotions	Telephone	Genuardi Tapes	Promotions	Telephone
Entertainment Book	Property	Wardrobe	Entertainment Book	Property	Wardrobe
Season Tickets	Photos		Season Tickets	Photos	

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Membership	Printing	Stationery	Membership	Printing	Stationery
Genuardi Tapes	Promotions	Telephone	Genuardi Tapes	Promotions	Telephone
Entertainment Book	Property	Wardrobe	Entertainment Book	Property	Wardrobe
Season Tickets	Photos		Season Tickets	Photos	