

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3	Person	Amount	Date	Description of Purchase	Status	Expense Type										
4	Person A	\$ 5,000.00	12/15/10	Initial Registration	Planned	Registration										
5	Person D	\$ 4,000.00	3/15/11	States Registration	Planned	Registration										
6	Person E	\$ 5,000.00	4/1/11	Championship Registration	Planned	Registration										
7	Person E	\$ 400.00	4/1/11	Travel	Planned	Room & Board										
8	Person E	\$ 400.00	1/10/11	T-Shirts	Planned	Spirit										
9	Person E	\$ 300.00	2/15/11	Buttons	Planned	Spirit										
10	Person F	\$ 5,000.00		Lodging	Planned	Room & Board										
11	Person E	\$ 300.00	1/15/11	Shirts	Planned	Spirit										
12	Person D	\$ 500.00														
13	Person A	\$ 4,000.00														
14	Person E	\$ 2,000.00														
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
41																
42																
43																
44																
45																
46																

Person List	Expense Type	Status
Person A	Electrical	Planned
Person B	Mechanical	Committed
Person C	Business	
Person D	Spirit	
Person E	Room & Board	
Person F	Gas	
Person G	Registration	

Instructions: Enter the names of the people who will be paying during the season into the Person list. Leave the top row blank. Enter Expense Types into the Expense Type column. Enter the status tuypes into the status column. Each of these columns can be entered on the spreadsheet by clicking in the cell then using the drop down box to select the desired value.