

HEARTS AND HANDS/ECA QUILTERS GUILD
REQUEST FOR REIMBURSEMENT

DATE	ITEM OR REASON	AMOUNT

I request reimbursement for \$_____ that I certify that I have spent on behalf of the Hearts and Hands/ECA Quilters Guild. All required receipts are attached.

Person requesting reimbursement – Full Name and Signature

1. Fill out the request for reimbursement form. Write in the date purchased, item or reason, and the amount.
2. Attach all your receipts. Circle all items that were purchased for the Guild. If it is the entire amount, simply circle the total.
3. Please do not hold receipts. You can bring your form to any meeting or mail it to me at:

Dawn Gale
1115 Magnolia Drive
Aberdeen, NC 28315

Date Paid

Check #