

GFWC – Pleasant Prairie Woman’s Club  
Expense Reimbursement Form (revised 8/2022)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Ph: \_\_\_\_\_

**Operating Budget Expense (Check Category Charged):**

- \_\_\_\_\_ Arts & Culture
- \_\_\_\_\_ Civic Engagement
- \_\_\_\_\_ Education & Libraries
- \_\_\_\_\_ Environment
- \_\_\_\_\_ Health & Wellness
- \_\_\_\_\_ Outreach
- \_\_\_\_\_ Scholarship
- \_\_\_\_\_ Auction Fundraiser
- \_\_\_\_\_ Cookie Walk Fundraiser
- \_\_\_\_\_ Publicity
- \_\_\_\_\_ Sunshine
- \_\_\_\_\_ Workshops/Conventions/Conferences
- \_\_\_\_\_ Other (Please list) \_\_\_\_\_

**Breakdown of Expense:**

- \$ \_\_\_\_\_ Beverage
- \$ \_\_\_\_\_ Food Items
- \$ \_\_\_\_\_ Paper or Printer Ink (circle)
- \$ \_\_\_\_\_ Photocopies
- \$ \_\_\_\_\_ Postage
- \$ \_\_\_\_\_ Supplies
- \$ \_\_\_\_\_ Meeting Program Presenter Gift
- \$ \_\_\_\_\_ \* Other (Explain Below)

\* \_\_\_\_\_  
 \_\_\_\_\_

Where Purchased	Description of Item(s)	Receipt Total
<b>Grand Total:</b>		<b>\$</b>

Signature: \_\_\_\_\_

Reimbursed by: \_\_\_\_\_

Check: # \_\_\_\_\_

Amount: \$ \_\_\_\_\_