

2021 PebbleCreek Quilters

Check Request (Reimbursement)

Instructions	1)Tape receipt(s) to separate sheet of paper & staple to check request form, 2)Indicate items and figure tax if receipt includes non-applicable or personal items, 3)Give to Treasurer or President for approval. <i>Thanks!</i>																		
Date																			
Amount																			
Check requested by																			
Requestor's signature																			
Budget expense category <i>*items require description in box below</i>	<table border="0"> <tr> <td>1. Dues/Membership</td> <td>9. Equipment/ Supplies</td> </tr> <tr> <td>2. Opportunity Quilt 2021</td> <td>10. Social Committee</td> </tr> <tr> <td>3. Opportunity Quilt 2022</td> <td>11. Spring Luncheon Catering</td> </tr> <tr> <td>4. Long Arm</td> <td>12. Spring Luncheon Décor/Gifts</td> </tr> <tr> <td>5. Gallery Sales</td> <td>13. Holiday Luncheon Catering</td> </tr> <tr> <td>6. Programs/Education</td> <td>14. Holiday Luncheon Décor/Gifts</td> </tr> <tr> <td>7. Community Service</td> <td>15. Special Projects</td> </tr> <tr> <td>8. Office Supplies/ Admin</td> <td>16. Miscellaneous</td> </tr> <tr> <td></td> <td>17. Veterans Appreciation Quilts</td> </tr> </table>	1. Dues/Membership	9. Equipment/ Supplies	2. Opportunity Quilt 2021	10. Social Committee	3. Opportunity Quilt 2022	11. Spring Luncheon Catering	4. Long Arm	12. Spring Luncheon Décor/Gifts	5. Gallery Sales	13. Holiday Luncheon Catering	6. Programs/Education	14. Holiday Luncheon Décor/Gifts	7. Community Service	15. Special Projects	8. Office Supplies/ Admin	16. Miscellaneous		17. Veterans Appreciation Quilts
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Additional information																			

Treasurer's approval	Date
President's approval (if amount over \$250.00)	Date

Check #		Date
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