

2022 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 Treasure or President For approval. <i>Thanks!</i>	
Date		
Amount		
Check requested by		
Payee (If different)		
Requestor's signature		
Budget expense category	1. Dues Membership	9. Office Supplies / Admin
	2. Opportunity Quilt 2022	10. Equipment / Supplies
<i>* items require description</i>	3. Opportunity Quilt 2023	11. Social
<i>In box below.</i>	4. Quilt Show 2022	12. Spring Luncheon Catering
	5. Long Arm	13. Spring Luncheon Decor
	6. Gallery Sales	14. Holiday Luncheon - Catering
	7. Programs/Education	15. Holiday Luncheon Decor
	8. Community Service	16. Special Projects
	17. Miscellaneous	18. Veterans Appreciation Quilts
* Description		
Additional Information		
Treasurer's approval		Date
President's approval (if amount over \$250.00)		Date
Check #		Date

