

# 2025 Pebble Creek Quilters Check Request (Reimbursement)

Instructions	Staple receipt(s) to check request form. <b>Only items submitted for reimbursement should be on receipt.</b> Give request to Treasurer or put in appropriate folder in cabinet located in the quilt room.	
Date		
Amount		
Check requested by		
Payee (If different)		
Requestor's signature		
Budget Expense Category	1. Opportunity Quilt 2025	9. Equipment / Supplies
<b><i>Please circle category</i></b>	2. Quilt Show 2026	10. Social/Membership
	3. Gallery Sales	11. Spring Luncheon
	4. Long Arm Thread	12. Holiday Luncheon
	5. Bobbins	13. Veterans Program
	6. Programs/Education	14. President's Gift
	7. Community Service	15. Website
	8. Office Supplies	16. Miscellaneous
<b><i>Please provide description</i></b>		
<b><i>Additional Information if necessary</i></b>		
Treasurer's approval	Date	
President's approval (if amount over \$250.00)	Date	