

The Redding Garden Club Request for Reimbursements

Date Sent to Club Treasurer: _____

Submitted By: _____

Committee: _____

Items	Cost
_____	_____
_____	_____
_____	_____
_____	_____

Total reimbursement due: _____

(Attach all related receipts to this form for reimbursement. Should a receipt be unavailable, please attach explanation of expenses)

Payable to: _____
(Print Name)

Signature: _____

Approval by committee chairperson: _____
(Signature and Date)

Should the individual committee chairperson not be available for signature, their approval can be accomplished by e-mail to the Club Treasurer prior to a check being issued. Civic Beautification invoices may be submitted to the Club Treasurer with the Civic Beautification expense form and the approval of that committee chairperson. It will not be necessary to fill out this form for Civic Beautification requests for funds.

Unless preauthorized and approved by the Executive Committee all expenses must be submitted to the Treasurer by June 30 of the fiscal year in order to be reimbursed.

Date received by Club Treasurer: _____

Check number: _____

Date check sent to member _____