



**PACIFIC REGION GARDEN CLUBS, INC.**  
A 501(c)(3) Nonprofit Corporation #81-4108101

**Expense Validation and Authorization to Issue Payment**

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

Amount To Pay: \$ \_\_\_\_\_

Pay To Name: \_\_\_\_\_

Pay To Address: \_\_\_\_\_

Payment/Reimbursement Requested For: \_\_\_\_\_

Account to Debit: \_\_\_\_\_

Requested By (Print Name and Sign): \_\_\_\_\_

Chairman Approval (Print Name and Sign): \_\_\_\_\_

Region Director Authorization: \_\_\_\_\_

Please include bill, receipts or signed itemized statement.  
After Chairman's approval, forward to Region Director Robin Pokorski,  
[prgcdirector@gmail.com](mailto:prgcdirector@gmail.com). She will approve and forward  
to the Treasurer Becky Hassebroek, [prgctreasurer1@gmail.com](mailto:prgctreasurer1@gmail.com), for payment.

Date Paid:

Amount Paid:

Check Number:

Date Mailed:

Address Where Mailed: