



# EXPENSE REIMBURSEMENT

Please submit requests as soon as possible after purchase up to September 1. Expenses incurred after September 1 should be submitted immediately so that the Finance Committee has the information by November 1 for budget purposes. Expenses in November and December can still be applied to the current year's budget but should only be for items needed in the current year.

Pay to Vendor     
  Reimbursement     
  Directed Donation

Pay to:					
Address:					
City:		State:		Zip:	
<b>SUBMITTED BY</b>					
Name:				Date:	
Phone:			Email:		
Garden or Project Name:					
Chairperson Print Name & Sign:					
Co-signer (required if requesting reimbursement to yourself):					
<b>LIST EXPENSES AND INCLUDE ORIGINAL RECEIPTS</b>					<b>AMOUNT</b>
					\$
					\$
					\$
					\$
					\$
					\$
					\$
<b>TOTAL DUE:</b>					<b>\$</b>

**SUBMIT COMPLETED REQUEST TO:**

Ellen Grissom, Treasurer SEWMG, Inc.  
 8220 South 13<sup>th</sup> Street  
 Oak Creek, WI 53154

Recurring Charge

Treasurer Use Only	
Check Amount:	\$
Check Number:	
Credit Card:	
EFT Payment:	
Date Paid:	