

## **Keyport Garden Club**

PO Box 604 ~ Keyport, NJ 07735 KeyportGardenClub@gmail.com

## **EXPENSE REIMBURSEMENT & VENDOR PAYMENT FORM**

Payment can take 7-14 days depending on if Board approval is required

PL	EΑ	SE	PR	INT
----	----	----	----	-----

N	Лет	ber	Reii	mbu	rsem	ent

Member	Committee
Address	Event
	Date
Email	Check payable to
Cell	Total Expense \$
	mail checkpick up from KGC drop box

ΙF				

## **Vendor Payment**

Member	Total Expenditure \$
Address	Deposit Amount Required \$
	Total due after deposit \$
Email	
Cell	When is deposit due
Committee	When is final payment due
Event	When do you need payment
Vendor	Check payable to
Contact person	
Address	
Email	mail check to Vendor Member
Phone	pick up from KGC drop box

## Please attach receipts, invoices or contract

RECEIPT DATE	DESCRIPTION	AMOUNT
If out to be	TOTAL	

Date received	approval	ves	no	amount approved \$	check mailed	ves	date mailed