

# Orchid Growers Guild Expense Voucher

(For use on all expenses except Away Shows)

Requester's Name \_\_\_\_\_ Date \_\_\_\_\_

**Itemized Receipts** (attach receipts)

**Category** (use OGG or OQ)

**Amount**

Choose from list or call Treasurer

1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

**Total**

\_\_\_\_\_

Make Check payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_

## OGG

OGG Award Gift Cert.  
Door Prizes  
Library Books  
Meeting Refreshments  
Office Supplies & nametags  
OGG Photos  
Plants for Spring Orchid Sale  
OGG Postage  
OGG Printing  
OGG Ribbons  
Website  
Misc. Christmas Party  
OGG Speakers  
OGG Speakers Honorariums

## OQ

Advertising/Bookmarks  
Advertising/Newspaper  
Advertising/Postage  
Advertising/Signs  
Advertising/Television  
Alliant Energy Center/Parking  
OQ Awards  
OQ Judges Gifts  
OQ Office Supplies (skirting)  
OQ Photos  
OQ Printing  
OQ Ribbons  
OQ Speakers Fee  
OQ Speaker Travel  
Raffle Exp./Misc.  
Raffle Exp./Print Tickets  
Raffle Exp./Prizes