

# Garden Club Reimbursement Form

All parts of this form must be filled out, including a description of what was purchased and for which team. Use the back if you need more room. Print clearly. Please make sure the store name, date and total amount due to you is clearly readable on each receipt. Attach receipt(s) and submit to Treasurer or Co-Presidents at the next monthly meeting for reimbursement.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total amount to be reimbursed: \$ \_\_\_\_\_ # of receipts included: \_\_\_\_\_

Approved by: \_\_\_\_\_

Amounts to be reimbursed should be charged to the following team(s) and for the following products/services: (examples: plants, hoses, food items, decorations, etc.)

\$ \_\_\_\_\_ to the Planting Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Engineering Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Fundraising Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Communications Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Social Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Recruitment Team for \_\_\_\_\_

\$ \_\_\_\_\_ to the Community Outreach/Children's Programs for \_\_\_\_\_

\$ \_\_\_\_\_ Other for \_\_\_\_\_

I hereby affirm that all purchases were made for the Briar Chapel Garden Club and were approved by the club or one of its officers.

Signature \_\_\_\_\_ Date \_\_\_\_\_