

Antelope Garden Club
Request for Reimbursement

Please staple receipts to the back of this request & submit to club Treasurer within 30 days of expense. All requests need to be preapproved. Note: B&W copies - 11¢; Color copies - 49¢

<u>Administrative Expenses</u>		<u>Horticultural Expenses</u>	
Expenses for the benefit of the members (funded by member annual dues), i.e. Sunshine (cards, gifts), potlucks, social activities		Expenses in support of our horticultural mission, i.e. fund raising expenditures, community gardening projects, guest speakers, club operating expenses (incl. office supplies, meeting supplies, stamps, copies, tables, canopies, paper products, uniforms, name tags, etc.), donations	
Expense Description	Amount	Expense Description	Amount
Total Administrative Exp.	\$	Total Horticultural Exp.	\$

Grand Total to be Reimbursed \$

Please send check to:

Signed: _____

Date submitted: _____

To be filled in by Treasurer: Check # _____ Date _____