

**CLEARWATER GARDEN CLUB
EXPENSE REIMBURSEMENT FORM (2022)**

CHECK AMOUNT: _____ **DATE:** _____

BUDGET CATEGORY: _____ **CHAIRMAN:** _____ -- _____

CHAIRMAN SIGNATURE: _____

MAKE CHECK PAYABLE TO: _____

SEND CHECK TO: _____

ADDRESS: _____

PHONE NUMBER (Required): _____

LIST EXPENDITURES BELOW:

Description	Amount
TOTAL REQUESTED	

CHECK # _____ **DATE** _____ **ACCOUNT #** _____

- 1. All receipts must be stapled to this sheet (no loose paper). Keep copies for your records.**
- 2. Chairmen may not exceed their budgets without approval of the Finance Committee and the Executive Board.**