

Bittersweet Garden Club

Payment or Reimbursement Authorization

*Please complete to request payment for club related expenses.
All expenses should be approved in advance by the Treasurer and President.*

INSTRUCTIONS

1. Print or type all information below.
2. Make a copy for your records, if you choose.
3. Sign, and submit this form to treasurer along with receipts and/or invoices.

Payee Name _____

Payee Street Address: _____

Payee City/State/Zip _____

Purpose of Expenditure: _____

Payment or Reimbursement Amount Requested: _____

Signature of Requester: _____

APPROVAL

President Approval Signature: _____

Treasurer Approval Signature: _____

Check #: _____ Amount: _____ Date Issued: _____