

**S.C. Garden Club Expense Reimbursement Request**

**Please print clearly and attach receipts.**

Ck Date \_\_\_\_\_

CK No. \_\_\_\_\_

Date: \_\_\_\_\_

Ck Amnt \_\_\_\_\_

Request. by \_\_\_\_\_

Item No. \_\_\_\_\_

Ck Payable to \_\_\_\_\_

	<b>Circle Item No.</b>	<b>Amount \$</b>
1	Civic Beautification	
2	Donation to Nat'l, St & Local	
3	Dues (State/District/ IRS	
4	President's Expenses	
5	Convention	
6	Field Trips	
7	Front Garden Contest	
8	Garden Therapy - RIO	
9	Garden Tour	
10	Hospitality/Welcome Event	
11	Insurance	
12	Jr. Gardening: Concordia	
	Las Palmas	
	Marbelhead	
	Shorecliffs	
13	Life Memberships	
14	Luncheons - Decor/Entrtnmnt	
15	Membership expense, tea	
16	Nat'l Garden Wk/Memr'l Day	
17	Newletter (Printing & Postage)	
18	Officer's Expenses	
19	Programs	
20	Rent: Club Mtgs/Other	
	Post Office Box	
21	Scholarships	
22	Ways & Means:	
	Fall Plant Sale	
	Spring GardenFest	
	Other Events	
23	Website	
24	Workshops	
25	Yearbook (Printing & Postage)	
26	Other/Misc. (Be specific)...	
27	Prior Yr Exp. etc	
	<b>Total Amount</b>	\$

Note: All bills in excess of approved Budget must be submitted to the Exec Board for approval.

