

POINT LOMA GARDEN CLUB REIMBURSEMENT PROCEDEURE

Please print this document. It consists of these instructions and two reimbursement forms. Fill out all the spaces on a form except for the Check # and the Committee Chair signature. Get the appropriate Committee Chair to sign the form. Attach the original receipt(s) or copies or a complete description of expense amounts to the reimbursement form. Give them to the Treasurer for reimbursement.

POINT LOMA GARDEN CLUB REIMBURSEMENT FORM

Please attach the original receipt(s) or copies or a complete description of expense amounts to this form.

DATE _____ **BUDGET CATEGORY** _____

DESCRIPTION _____

PAYEE (Member or other) _____

TOTAL _____ **CHECK #** _____

COMMITTEE CHAIR SIGNATURE _____

MEMBER SIGNATURE _____

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