

San Clemente Garden Club Expense Reimbursement Request

Please print clearly and attach receipts.

Submission Info:	
Date:	_____
Request By:	_____
Check Payable To:	_____

Treasurer Use Only	
Check Date:	_____
Check Number:	_____
Check Amount:	_____

#	Description	\$ Amount
1	Civic Beautification	\$
2	Convention	\$
3	Donation: (Circle Type) National / State / Local	\$
4	Dues: (Circle Type) State / District / IRS	\$
5	Eco Warriors	\$
6	Field Trips	\$
7	Front Yard Garden Contest	\$
8	Garden Therapy	\$
9	Garden Tour	\$
10	Holiday: (Circle Type) National Garden Week / Memorial Day	\$
11	Hospitality / Welcome Event	\$
12	Insurance	\$
13	Junior Gardening: (Circle School) Concordia Las Palmas Lobo Marblehead	\$
	Palisades Shorecliffs Vista Del Mar	\$
14	Life Memberships	\$
15	Luncheons: (Circle Type) Meal-Venue / Décor / Entertainment	\$
16	Membership Expense	\$
17	Newsletter: (Circle Type) Printing / Postage / Toner	\$
18	Officer's Expenses	\$
19	Other/Misc. (Be Specific)	\$
20	President's Expenses	\$
21	Programs	\$
22	Rent: (Circle Type) Club Meeting / Post Office Box / Other	\$
23	Scholarships	\$
24	School Special Project (Name of School)	\$
25	Unbudgeted Expense: (Circle Type) Current Year / Prior Year	\$
26	Ways & Means: (Circle Type) Fall Plant Sale / GardenFest / Other	\$
27	Website: (Circle Type) Domain / Hosting / Other	\$
28	Workshops	\$
29	Yearbook: (Circle Type) Printing / Postage / Other	\$

Note: All expenses in excess of approved budget must be submitted to the Executive Board for approval.