

DeKalb County
Federation of Garden Clubs, Inc.



Ann Purr, Treasurer
6174 Traveler Court
Stone Mountain, GA 30087

Expense Report Request for Reimbursement

Payable to: *Information to be completed by person requesting reimbursement*

Name _____

Position _____

Address _____

City, State, Zip _____

Telephone _____

Purpose _____

Date _____

GCG Code	Date	Description (Items Purchased)	Reason for Purchase (Committee, Event, Etc.)	Vendor

Submitted and signed by: Signature

TOTAL

Kindly attach small receipts to separate piece of paper – spread out on page so all details and totals are visible. Submit receipts and/or invoices with this completed expense report and mail to Treasurer.

Approval of President or Treasurer: _____
Signature

For Treasurer's use only:

Date of check: _____ Check # _____

Federation Category: _____