

**The Wollaston Garden Club
Expense Voucher**

Submitted by:

Payee (if different):

submitted to Committee Chair for approval: Y N (circle one) date:
Committee Chair signature

Submitted to President for approval: Y N (circle one) date:
President's signature

Expense category: (circle 1 or more)

- | | | | |
|----------------------|---------------------------|---------------------|-----------|
| Administration | GCFM | Inventory | Treasurer |
| Art in Bloom | Garden Therapy | Library. | Website |
| Charitable: donation | Greens Sale | Opportunity Drawing | Yearbook |
| membership | Horticulture: | Plant Sale | Youth |
| Civic Beautification | Hospitality: spec. events | Program | Other |
| | misc. | Rent | |
| | | Scholarship/Awards | |

Receipt date <small>Attach receipt to back of voucher.</small>	Vendor	Purpose	Amount
		Total:	

This section to be completed by WGC Treasurer.

Check # _____ or Electronic Payment _____

Payment date _____

Prepared by (signature) _____

Voucher # _____