

For reimbursement, complete this form and submit to WGC treasurer.

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) **Do not include sales tax.**

- | | | | |
|----------------------|-------------------------|---------------------|------------|
| Administration: | Flower Arrangements | Inventory: | Tax Filing |
| corresponding sec. | Flower Show competition | gloves | Website |
| recording sec. | Garden Therapy | other | Yearbook |
| treasurer | GCFM: | Library | Youth |
| other | dues | Membership-WGC | Zoom |
| Art In Bloom, et al | events | Opportunity Drawing | Other |
| Charitable: | insurance | PO Box/postage | |
| donations | Greens Sale | Plant Sale | |
| memberships | Horticulture | Program | |
| remembrance | Hospitality: | Rent | |
| Civic Beautification | board dinner | custodian | |
| Conservation | garden tour/strolls | Scholarships: | |
| Finances: | TriClub | high schools | |
| bank fees | special events | members | |
| | misc. | Special Projects | |

Date Attach receipt to back of voucher.	Vendor	Purpose	Amount *Do not in- clude sales tax.
		TOTAL	

Check # _____ or Electronic Payment _____

Payment date _____

Prepared by (signature) _____

Voucher # _____