

The Garden Club of Mansfield
Expense Report/Request for Reimbursement

Date: _____

Expense Description (attach receipts)

Projected Expense: _____

Actual Expense: _____

Expense Category (please check **one only**)

- | | | |
|--------------------------------------------------|-----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Contributions/Donations | <input type="checkbox"/> Library | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Education/Tours | <input type="checkbox"/> Membership | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Executive Board | <input type="checkbox"/> Operating Exp. | <input type="checkbox"/> Ways & Means |
| <input type="checkbox"/> Holiday Parade | <input type="checkbox"/> Drawings | <input type="checkbox"/> Youth Activities |
| <input type="checkbox"/> Horticulture | <input type="checkbox"/> Program | <input type="checkbox"/> Yearbook |

Reimbursement Check Payable to: _____

Report/Request submitted by: _____

Committee Chair authorization: _____

Treasurer:

Check #: _____

Check Date: _____