



Colleyville Garden Club Reimbursement Request Form

Only expenditures for Club activities included in the Annual Budget are eligible for reimbursement according to the procedures set forth on this form. All expenditures must be approved by the appropriate committee chair, who must also sign this form along with the member seeking reimbursement. No expenditure in excess of the approved budgeted amount for such activity will be eligible for reimbursement. Expenditures for any non-budgeted activity in excess of \$25.00 MUST receive prior Board approval before such is incurred or no reimbursement for it will be made.

All requests for reimbursement should:

1. Be submitted to the Treasurer on this form, and
2. Include all *original* receipts stapled to the upper right hand corner, and
3. Be submitted within 60 days of incurring the expense, and
4. NO taxes will be reimbursed for any submitted expenses (please request a Sales Tax Exemption form from Treasurer *before* making a purchase)

No check will be issued upon less than 24 hours notice to the Treasurer

Person Requesting Check (please print)	Date Submitted
Payee Name	Payee Phone
Payee Mailing Address	
Committee/Activity Name (only one per disbursement form)	
	Amount
	\$
	\$
	\$
	\$
	\$
Total	\$
Requestor Signature	
Committee Chair Signature	

Please return form to Nancy Coplen or mail to:
 Colleyville Garden Club, P.O. Box 1302, Colleyville, TX 76034-1302
 Phone: 817-300-8351 Email: Coplen2@gmail.com