

## Issaquah Garden Club -- Expense Voucher

*Be sure to sign and attach supporting receipts! Then give or send to the Treasurer.\**

Date: \_\_\_\_\_ Requester: \_\_\_\_\_ (print name)

Signature of Requester: \_\_\_\_\_ (REQUIRED)

COMMITTEE or PROJECT (e.g. Garden Therapy)	DESCRIPTION OF ITEM(S) (e.g. flowers for care home centerpieces)	AMOUNT
<b>TOTAL REQUEST:</b>		<b>\$</b>

*\* To be reimbursed, a member must submit a signed voucher plus supporting receipts (or other proof acceptable to the Treasurer) within 90 days of the date of purchase or before the last day of the fiscal year, whichever date comes first.*

*Vouchers may be given to the Treasurer in person or mailed to the Treasurer (see yearbook for address).  
Vouchers, including the supporting receipts, may also be scanned and emailed to the Treasurer.*

**This section for Treasurer's use only.**

Paid to: \_\_\_\_\_

Address: \_\_\_\_\_

Budget Code:	Date:	Treasurer's Initials:	Check No.