

Wellington Garden Club Expense Summary Sheet

Submitted By: _____ Date: _____

Activity: _____
 If more than one activity, please itemize activities below

Committee Chairman's Name: _____

Committee Chairman's Approval: _____
 Required for reimbursement requests exceeding \$100.00

Check only one box below

- Request reimbursement. Send check to name and address at bottom.
 This is a donation. Send tax deduction letter to name and address at bottom.

	EXPENSE ITEM	ACCOUNT #	AMOUNT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
Total Due			_____

Attach invoices to back of this sheet upon completion of the event. You may use more than one sheet. Send completed Expense Summary Sheet to:

Danese Sloan-Kendall, Treasurer, 9040 Bay Harbour Circle, West Palm Beach, FL 33411

Make check payable to or send donation letter to:

Name	Email or Phone
Address	City
	State
	Zip

For Treasurer's Use: Activity Name: _____ Amt. _____
 Activity Name: _____ Amt. _____
 Activity Name: _____ Amt. _____
 Total: _____