

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:

Marianne Forrest, 121 Venetian Lane, Royal Palm Beach, FL. 33411-7819

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: _____