

# Bittersweet Garden Club Reimbursement Authorization

*Please complete to request payment for club related expenses.  
All expenses should be approved in advance by the Treasurer and President.*

## **INSTRUCTIONS**

1. Print or type all information below.
2. Make a copy for your records, if you choose.
3. Sign, and submit this form to treasurer along with receipts.

Payee Name \_\_\_\_\_

Payee Street Address: \_\_\_\_\_

Payee City/State/Zip \_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reimbursement Amount Requested: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

## APPROVAL

President Approval Signature: \_\_\_\_\_

Treasurer Approval Signature: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Issued: \_\_\_\_\_