



## COUPEVILLE GARDEN CLUB

### EXPENSE REIMBURSEMENT REQUEST / AUTHORIZATION FORM

<b>Requested by:</b>		<b>Date:</b>	
<b>Please Issue to:</b>			
<b>For the following reason(s):</b> (Description of purchase or service)			
<b>Please check one box to charge the expense</b>		<b>Total Amount    \$</b>	
	Plant Costs/Supplies - #201		Spring Barrels - #301
	Pots, Trays, Domes - #202		Summer Barrels - #302
	Soil & Seedling - #203		Holiday Barrels - #303
	Peonies - #204		Wreath & Décor - 304
	Dahlias & Cannas - #205		Halloween Display - #305
	Tomatoes - #206		Cook's Corner - #306
	Publicity #208		Coupe Park - #307
	Plant Sale Merchandizing - #209		Rec Hall Landscaping - #308
	Garden Art - #210		Welcome Sign - #309
	Raffle - #211		Speaker, Presentation - #310
	Apparel Purchase - #406		Greenhouse Supply Maintenance - #315
	Hostess Supplies - #409		Website - #411
	Signage Publicity #410		Other, please explain
<b>Committee Chair Signature</b>			<b>Paid Ck#</b>

\*Please attach all receipts.

\*\*Receipts must include either sales tax or our resale number.