

Garden Club of Brewster Reimbursement Request Form

Please print out this form and use it when you need to be reimbursed for expenses. All requests for reimbursement over \$5.00 should have receipts attached.

Committee name: _____

Event
purpose: _____

Itemized expenses (please attach all receipts)

Total _____

Make check to:

If applicable, mail check to:

Signed: _____

Date: _____

Please submit all expenses to Treasurer Donna Potts as promptly as possible. (Donna Potts, PO Box 1910, Brewster, MA 02631)