

Folsom Garden Club Expenditure Form

Fill out this form if you want the FGC to reimburse you for items purchased or for a proposed expenditure for the club:

Check one:

_____ Item or Project was included in the budget.

_____ Proposed Expenditure was not in the budget and requires approval.

All purchases on behalf of the FGC must be included in the FGC budget or they will require a written approval prior to making the purchase. Please fill out the form below:

Date: _____ **Check payable to:** _____

Address: _____

Phone: _____ **Email:** _____

Description of expenditure (or proposed expenditure) _____

Amount of expenditure: _____

Receipt must be included if requesting reimbursement: Please tape receipt on back of this form. If any explanation is necessary write notes on the back of this form showing breakdown and total(s). If additional room is needed to attach receipts use a second blank page.

Action Taken: If expenditure is a line item in the budget no approval is necessary. If the item is not in the budget and the cost is under \$100 the FGC Board can approve, if over \$100 members must approve.

_____ FGC Board has approved.

_____ FGC Member Vote to approve.

Check issued by Treasurer:

Check #: _____ Date: _____ Budget Account: _____

If you have questions contact the Treasurer.

Revised 9/14/2014