The Garden Club of Georgia, Inc.
Expense Payment Request

Date: _____ To: _____ Title:_____

Budget Acct. No.:_____ From: _____ Title: _____

For information see Bylaws, Article X, Section 6 and Policies A. General, #6 in the *Guide*.

All requests, including bills for budgeted expenses, must be approved by the President prior to payment by the Treasurer (Bylaws, Article X, Section 1, Section 2). An itemized account with vouchers for each expense must be included with the name of the payee indicated.

Note: Send completed form to the President of The Garden Club of Georgia, Inc.

Check Date	Item	Place of Purchase	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Expense: $ _____

Submitted and signed by: _____ Date: _____