

The Wollaston Garden Club Expense Voucher

submitted by:

date submitted to committee chair for approval:

date submitted to President for approval:

expense category:

(hospitality, civic beautification, horticulture, plant sale, etc...)

list all purchase information separately - use multiple lines for one item if necessary

receipt date	vendor	purpose	amount

total: \$ _____

please staple receipts to the back of this voucher

reimbursement will be made by mailed check unless otherwise requested

below to be completed by committee chair, president and treasurer

committee chair approval:

date:

presidential approval:

date:

check #

electronic payment #

payment date:

payee if different than "submitted by" above:

payment prepared by:

voucher #: