

National Garden Club Inc. – CAR

Request for Reimbursement or Payment Voucher

DATE _____ SUBMITTED BY _____

COMMITTEE _____

CHAIRMAN _____

ACCT CHARGED (if not committee) _____

APPROVED BY COMMITTEE CHAIR (signature) _____

AMOUNT _____

CHECK PAID TO THE ORDER OF _____

ADDRESS (where check is to be sent) _____

Original receipts/ invoices must be attached to this voucher and approved by CAR, Director and Committee Chairman before payment

CHECK # _____

DATE _____

CAR Director _____

Mail to:

Wanda S. Davis
32 Pine Reach
Rehoboth, DE 19971-1631

Date	Amount	Vendor	Description

Complete 3 copies:

Mail 2 copies of completed form to Project Chairman with original receipts/invoices for her to forward to Treasurer and keep one copy for her file and report.

Keep 1 copy for your file and records.