



The Garden Club at Palm Coast, Inc.

P.O. Box 352153

Palm Coast, FL 32135-2153

www.gardenclubatpalmcoast.org

info@gardenclubatpalmcoast.org

Form #: GCT-2

Reimbursement Request

Fill out completely. **Attach relevant receipt(s) and mail or scan completed form with receipt(s) to Club Treasurer: Susan McConnell, 53 Comanche Ct. Palm Coast, FL 32137 (smcc534@aol.com)**

Email a copy of this form to: Club Assistant Treasurer: Tom Mckean (tmckean1@yahoo.com)

Total Amount to be reimbursed: \$ _____

Date: _____

Item Description	Cost	Budget Category	Budgeted Yes / No
Total Cost			

Approvals (Budgeted)	Signature Required
Club Member requesting (Chair approval req'd)	
Committee Chair (up to \$500)*	
Club President (\$500 & over)*	

***All unbudgeted expenses over \$250 must be approved by the Board, the Club President and documented in Board meeting minutes**

Make check payable to:	
Street Address:	
City, State, Zip Code:	
Phone:	

Disbursement Instructions: **Treasurer's Use Only:**

Check Number	Amount	Date	Budget Category	Restricted/ Unrestricted