



The Garden Club at Palm Coast, Inc.

P.O. Box 352153

Palm Coast, FL 32135-2153

www.gardenclubatpalmcoast.org

info@gardenclubatpalmcoast.org

Reimbursement or Payment Request

Fill out completely. Attach relevant receipt(s) and email, mail or personally deliver form with receipts To Club Treasurer: Janet Fonseca, 180 Westhampton Dr., Palm Coast FL 32164

Email a copy of this form: Denise Garcia & Judy Rodriguez : info@gardenclubatpalmcoast.org

Total Amount reimbursed or Payment: _____

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