

2016 SRQG REIMBURSEMENT/DIRECT PAY REQUEST

Date: _____

				Check #:				
Make check payable to (p	Amount:							
Receipt/invoice/bill must b	ppropriate budget category: Month							
Reimbursement is for :								
Please check appropriate								
☐ Block of the Month	□ Fair Awards	□ Membership	□ Office	□ TSW				
□ Boutique Sales	□ Friendship block	□ NCQC Travel	□ Programs	□ UFO/WIP				
□ Boutique Raffle	□ Fundraiser	□ Newsletter	□ Sew-a-Row	□ Web Site				
□ Challenge	□ Hospitality	☐ Opportunity Quilt	□ Sunshine	□ Workshop				
□ Community Quilts	□ Library	□ Opp. Quilt Admin	□ Other					
Requested by:								
Signature of committee ch	nair/event coordinator:							
Requests for reimbursements be approved by the behanded to the Treasure Reimbursements for experiments for expenses shown	committee chair or the er, mailed, or scannec enses already incurred	e event coordinator. C I and submitted to the must be submitted b	ompleted forms a Treasurer as an e y the end of Nov	nd receipts may mail attachment. ember, and				

\$9.49
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2016 SRQG REIMBURSEMENT/DIRECT PAY REQUEST

No. ork				Date:				
				Check #:				
Make check payable to	Amount:							
Receipt/invoice/bill must be attached. Receipts only: circle the item and the amount.								
Reimbursement is for : _								
Please check appropriate	te budget category:							
□ Block of the Month	□ Fair Awards	□ Membership	□ Office	□ TSW				
□ Boutique Sales	□ Friendship block	□ NCQC Travel	□ Programs	□ UFO/WIP				
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□ Community Quilts	□ Library	□ Opp. Quilt Admin	□ Other					
Requested by:								
Signature of committee	chair/event coordinator:	: 						

Requests for reimbursement should be submitted timely, preferably within 30 days of the expense, and must be approved by the committee chair or the event coordinator. Completed forms and receipts may be handed to the Treasurer, mailed, or scanned and submitted to the Treasurer as an email attachment. Reimbursements for expenses already incurred must be submitted by the end of November, and December expenses should be submitted right away, so that the books may close timely.