



COUPEVILLE GARDEN CLUB

EXPENSE REIMBURSEMENT REQUEST / AUTHORIZATION FORM

Requested by:		Date:	
Please Issue to:			
For the following reason(s): (Description of purchase or service)			
Please check one box to charge the expense		Total Amount \$	
☐	Plant Costs/Supplies - 201	☐	Spring Barrels - 301
☐	Pots, Trays, Domes - 202	☐	Summer Barrels - 302
☐	Soil & Seedling - 203	☐	Holiday Barrels - 303
☐	Peonies - 204	☐	Wreath & Décor - 304
☐	Dahlias - 205	☐	Halloween Display - 305
☐	Tomatoes - 206	☐	Cook's Corner - 306
☐	Publicity - 208	☐	Coupe Park - 307
☐	Plant Sale Merchandizing - 209	☐	Rec Hall Landscaping - 308
☐	Concrete Projects - 210	☐	Welcome Signs - 309
☐	Raffle - 211	☐	Speaker, Presentation - 310
☐	Pest Control - 217	☐	Greenhouse Maintenance & Repairs - 315
☐	Fees - 402	☐	Hostess Supplies - 409
☐	Membership Directory - 403	☐	Website - 411
☐	Office Supplies - 404	☐	Other, please explain
Committee Chair Signature		Paid Ck#	

*Please attach all receipts.

**Receipts must include sales tax. The club is not sales tax exempt.