



The Garden Club of Georgia, Inc. 2023 - 2025

Expense Report

Payable to: _____

Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Email _____ Cell Phone _____

Purpose (Committee, Event, Etc.): _____

Date Submitted: _____

Date	Description (Items purchased)	Vendor/Place of Purchase	Amount
Total			

Signature of person requesting reimbursement

Authorized Approval Signature

All requests, including bills for budgeted expenses, must be approved by the President prior to payment by the Treasurer. Please tape small receipts to a separate piece of paper so all details and totals are visible. Scan and email or mail receipts and/or invoices with completed and approved request for payment to:

Geri Shaw, GCG Treasurer
813 Park Street
St. Marys, GA 31558
treasurer@gardenclubofgeorgia.org