

**Fallbrook Quilt Guild
Expense Reimbursement Form (Check Request)**

Date: _____

Requested By: _____

Make Check Payable to: _____

Authorized By: _____

Amount Requested **

Description of Expense

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____

Total Due

Expense Account - Please check the appropriate box

- | | |
|---|--|
| <input type="checkbox"/> Block of the Month | <input type="checkbox"/> Meeting Room Rent |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Misc Dues, Fees & Memberships |
| <input type="checkbox"/> Taxable Sales - Other | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Ways & Means (Copy to W&M Chair) | <input type="checkbox"/> Non-Profit Compliance Officer Expense |
| <input type="checkbox"/> Workshop/Programs | <input type="checkbox"/> PO Box Rental |
| <input checked="" type="checkbox"/> Advertising/Publicity | <input type="checkbox"/> Quilts of Love |
| <input type="checkbox"/> Charitable Contributions | <input type="checkbox"/> President Expenses |
| <input type="checkbox"/> Design and Construct | <input type="checkbox"/> Sales Tax |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Scholarship & Grants |
| <input type="checkbox"/> Gifts | <input type="checkbox"/> SCCQG Meetings |
| <input type="checkbox"/> Guild Storage | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Treasurer Expenses |
| <input type="checkbox"/> Insurance | |
| <input type="checkbox"/> Legal | |

** Please attach all receipts (You must present a receipt or other documentation in order to receive reimbursement) **

Thank You!

Date Paid:	_____
Amount:	_____
Check #:	_____
Issued By:	_____