

SEWrrority Sisters Quilting Guild
Expense Reimbursement Request

Receipts must be submitted within 45 days. You must include original, detailed receipts that includes store, date and items purchased. NO EXCEPTIONS

Request Date:

Requested By:

Mail

☐

Zelle

☐

Other

☐

Address (Mail) or Email (Zelle)

Date

Description of Expense & Purpose

Amount

Total

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Approval Committee Chairperson

Date

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Approval Guild Officer for expenses > \$50.00

Date

Treasurer Use Only

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Check Number

Amount

Date

Initials

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Category/Purpose