



## **Request for Reimbursement or Payment**

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Invoice or receipt(s) attached (Y/N): \_\_\_

Payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Budget Entry Date: \_\_\_\_\_

Officer/Committee Chair Signature: \_\_\_\_\_

Presidential Signature for Approval: \_\_\_\_\_

<b>Categories</b>	<b>Revenues</b>
Dues	Membership dues
Fundraising	Plant sale revenues
Fundraising	Secret Garden ticket sales
Fundraising	Secret Garden sponsorships
Fundraising	Holiday Bazaar revenues
Fundraising	Meeting raffle ticket sales
Fundraising	Avondale card sale revenues
Fundraising	Bake Sale revenues
Fundraising	Additional Fundraiser
Awards	Awards Proceeds
Memorials	Memorial Contributions
Miscellaneous Income	Miscellaneous Income
	Total Revenues
	<b>Expenses</b>
Meetings	General Meeting refreshments
Meetings	General Meeting Community Club Rental
Meetings	General Meeting Speakers
Meetings	Holiday Brunch refreshments
Meetings	Holiday Brunch Community Club Rental
Fundraising	Plant Sale
Fundraising	Holiday Bazaar supplies
Fundraising	Holiday Bazaar dub Rental
Fundraising	Holiday <b>Bazaar</b> refreshments
Fundraising	Secret Garden expenses
Fundraising	Avondale card sale expenses
Gen & Admin	Awards applications
Gen & Admin	Corresponding & Recording Secretaries
Gen & Admin	Membership
Gen & Admin	General & Administrative Supplies
Gen & Admin	Publicity
Gen & Admin	Scrapbook
Gen & Admin	Treasurer
Gen & Admin	Website
Gen & Admin	Yearbook
Org Dues & Exp	DeKalb Federation
Org Dues & Exp	Garden Clubs of Georgia
Org Dues & Exp	Redbud District

Comm Projects	AES Youth Garden
Comm Projects	AES Totem Garden
Comm Projects	Blue Star Marker Plantings
Comm Projects	Children's Little Free Library
Comm Projects	City Plantings - General
Comm Projects	Fig Leaf program
Comm Projects	National Garden Club Week
Comm Projects	Tree Walk
Donations	Blue Star Memorial Wreath
Donations	ACC Christmas Tour Angel
Donations	Arboretum Memorial Garden - GCG
Donations	Blue Star Marker- GCG
Donations	C. Burke Day Jr. Memorial Fund
Donations	Cherokee Garden Library
Donations	DeKalb Federation Garden Center
Donations	DeKalb Federation Supplies
Donations	Founders Memorial Garden
Donations	Garden Therapy
Donations	GCG Headquarters' Donation
Donations	Historic Preservation
Donations	James R. Cothran Endowment Fund
Donations	Land Trust Marshall
Donations	LeConte-Woodmanston Foundation
Donations	Natural Disaster
Donations	NGC Penny Pines
Donations	Roadside Beautification
Donations	State Botanical Children's Garden
Donations	State Parks & Public Lands
Donations	GCG Avondale Estates Scholarship Fund
Donations	Memorial Tree
Donations	Oakland Cemetery
Donations	Donations from Accumulated Funds
Donations	Miscellaneous Donations
Other Expenses	Gifts
Other Expenses	Miscellaneous Program & Education Exp
Other Expenses	Strategic Projects
Other Expenses	Miscellaneous Other Expenses
Total Expenses	