

## 2017 SRQG REIMBURSEMENT/DIRECT PAY REQUEST

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

JC-1-24				Check #:			
Make check payable to	Amount:						
Receipt/invoice/bill must	t be attached. Receipts	only: circle the item	and the amount.				
Reimbursement is for :	eceipt/invoice/bill must be attached. Receipts only: circle the item and the amount.  eimbursement is for :  ease check appropriate budget category:  Block of the Month						
Please check appropria	te budget category:						
☐ Block of the Month	□ Fair Awards	□ Membership	□ Office	□ TSW			
□ Boutique Sales	□ Friendship block	□ NCQC Travel	□ Programs	□ UFO/WIP			
□ Boutique Raffle	□ Fundraiser	□ Newsletter	□ Sew-a-Row	□ Web Site			
□ Challenge	□ Hospitality	☐ Opportunity Quilt	□ Sunshine	□ Workshop			
□ Community Quilts	□ Library	□ Opp. Quilt Admin	□ Other				
Requested by:							
Signature of committee	chair/event coordinator:	:					
Requests for reimburser must be approved by the be handed to the Treast Reimbursements for exp December expenses sh	e committee chair or the urer, mailed, or scanned penses already incurred	e event coordinator. C d and submitted to the I must be <b>submitted b</b>	ompleted forms a Treasurer as an e by the end of Nov	nd receipts may mail attachment. ember, and			



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Signature of committee	chair/event coordinator:	:					

Requests for reimbursement should be submitted timely, preferably within 30 days of the expense, and must be approved by the committee chair or the event coordinator. Completed forms and receipts may be handed to the Treasurer, mailed, or scanned and submitted to the Treasurer as an email attachment. Reimbursements for expenses already incurred must be submitted by the end of November, and December expenses should be submitted right away, so that the books may close timely.