

SRQG REIMBURSEMENT/DIRECT PAY REQUEST

76.434				Check #:	
Make check payable to (please print):				Amount:	
Receipt/invoice/bill must	be attached. Receipts	only: circle the item	and the amount.		
Reimbursement is for : _					
Please check appropriat	e 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 Treasu Reimbursements for exp	e committee chair or the irer, mailed, or scanned penses already incurred	e event coordinator. C d and submitted to the I must be submitted b	ompleted forms a Treasurer as an e y the end of Nov	nd receipts may mail attachment. rember, and	

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Requested by:					
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.