CALIFORNIA GARDEN CLUBS, INC.

Request for Payment

Email this form and the scanned receipts to: launa.gould@gmail.com
Or mail copies to: Launa Gould, Financial Secretary
1212 Avenida Buena Suerte
San Clemente, CA 92672

ALL ITEMS SUBMITTED MUST BE ACCOMPANIED BY RECEIPTS
Only expenses within the current fiscal year ending June 30 will be honored.
Request for payments must be submitted before June 15 per Standing Rule 38.
Submit expenses incurred after June 15 immediately.

Chairmanship: Date:

Line Code:

Issue Payment To:

Mailing Address:

Date	**Description**	**Amount**
	Total	

Submitted by:

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To be completed by Financial Secretary:							
		JE		Budget		Board Action	
Date Received		Warrant NBR		Date Sent		Check NBR:	