

Garden Club of Teaneck

Expense Voucher

Name _____ Date _____

Address _____

*Please remember to attach
 the validating receipts
 with your request for
 reimbursement.*

Expense	Amount
Line #	_____
Line #	_____
Line #	_____
Line #	_____
Reimbursement total	_____

Explanation

Line # _____

Line # _____

Line # _____

Other _____

Other _____

	Line
Registration/Professional Fees	13
Postage and Mailings	14
Printing / Copying / Office Supplies	15
Newsletter/ Website	16
Publicity	17
Gifts of Recognition	21
Annual Party	22
Hospitality	23
Green House Supplies	30
Security	31
Maintenance	32
Outside Gardens	33
Outside Beautification	34

	Line
Green House Improvements	35
Green House Printing	36
Plugs/Seeds	40
Containers	41
Grow Medium	42
Fertilizer	43
Insecticides	44
Tags/ POP	45
Speakers Fees	51
Hawthorne School	52
Herb Garden	53
Junior Garden	54
Special Programs	59
Other Programs	61