



Garden Club of Teaneck

Expense Voucher / Reimbursement Form

Please do not wait and wait and wait to submit

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 |