

\*\*\*\*ATTACH RECEIPTS HERE\*\*\*\*

VIRGINIA BEACH MASTER GARDENERS' ASSOCIATION  
REQUEST FOR REIMBURSEMENT OF FUNDS

Date of Request \_\_\_\_\_

Person Requesting Reimbursement \_\_\_\_\_

Amount of Request \_\_\_\_\_

Budget Category (i.e. Theme Garden, Plant Sale, etc.) \_\_\_\_\_

Reimbursement requested for: (i.e. stamps, speaker, etc ) \_\_\_\_\_

Check Made Payable to: \_\_\_\_\_

Signature of Requester \_\_\_\_\_

Address Check is to be Mailed \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

To be Completed by Treasurer:

Check Number \_\_\_\_\_

Date Check Issued: \_\_\_\_\_

Initials of Treasurer \_\_\_\_\_