

**PERENNIAL GARDEN CLUB**  
**CHECK REQUEST/REIMBURSEMENT FORM**

Today's Date: \_\_\_\_\_ Date Check Required: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Amount: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expense Charged to:

Committee/Subcommittee: \_\_\_\_\_

Return check to: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Contract or Invoice Attached (*required*)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*For Treasurer Use Only Below*

Date Rec'd \_\_\_\_\_ Date Entered \_\_\_\_\_ Check No. \_\_\_\_\_ Check Date \_\_\_\_\_ Date Sent \_\_\_\_\_