Red Shed Community Garden

Expense Reimbursement Form

INSTRUCTIONS: **1 – Fill out form**
2 – Take picture of receipt/s or scan
3 – Email form and receipt to redshedcommunitygarden@gmail.com

Name _____

Address _____

Email _____

Phone _____

Date	Description	Amount
		0
		0
	Total	0

Your signature _____

CHOOSE ONE OF THE BELOW:

☐ Reimburse me with a check mailed to my street address (put X if yes)

- or -

☐ Reimburse me via Venmo to my email address (put X if yes)

Per the By-laws, purchases of items over $25 must be voted on and approved by the garden members at the monthly meeting in order to be eligible for reimbursement.

This request will not be approved unless accompanied by a valid and dated receipt. We will not accept mutilated, illegible or handwritten receipts.

NO CASH will be given as reimbursement regardless on how you paid. We must keep accurate records.