



REIMBURSEMENT FORM

Only expenses for Common Ground NRH Community Garden activities are eligible for reimbursement and such request must follow the procedures set forth on this form. All expenses over \$100.00 must be approved by the Garden Council and must be signed by the Garden Coordinator and/or Garden Treasurer and the member seeking reimbursement.

Expenses for any garden activity must receive prior Garden Council approval before such is incurred or no reimbursement for it will be made. All requests for reimbursement must include:

- 1) Be Submitted to the Garden Coordinator and/or Treasurer on this form, and
- 2) Include all original receipts stapled to this form.

PLEASE ALLOW UP TO 2 WEEKS FOR CHECK TO BE ISSUED AND MAILED.

Person Requesting Check:	Date Submitted:	<u>Treasurer Use Only</u>
		<i>Date Received:</i>
Activity Name (Only one per disbursement form)		<i>Date Paid:</i>
ITEMIZATION OF EXPENSES	AMOUNT	<i>Check Number:</i>
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL EXPENSE	\$	
Requestor Signature:		
Garden Coordinator and/or Treasurer		
Payee Name:	Payee Phone #:	
Payee Mailing Address:		

Common Ground NRH Community Garden, P.O. Box 821353, North Richland Hills, Texas 76182-1353