

Mountain Garden Club :: Payment Authorization Form 2023

Expense Category (check one)

- Eckerd Living Center Gardens
- Highlands School Garden
- Old Jail House Garden
- Scholarships
- Community Support
- Plant Sale
- Miscellaneous Expenses (Member Care, Membership, Publicity, Nurse Apprec)
- Operational Expenses (Supplies, Website/Email, Address Book)
- Parade
- Programs/Meetings
- Socials
- Other

Submit this form by mail or email with receipts (scanned receipts sent by email are acceptable) within two weeks of purchase.

For program fees, scholarship checks, and other expenses that do not involve receipts, simply submit this form.

Budget adjustments for expenditures exceeding committee/project budgets of \$200 or less will only need Executive Committee approval.

Any expense more than \$200.00 over budget must be approved by the Executive Committee and presented to the membership for advisement and voted on at the next meeting.

Reason for expense: _____

Date: _____ Submitted: _____

Total amount: \$ _____

Make check payable to: _____

Did you send a copy to the Chair of the Committee or Project? Yes: _____

Submit form & receipts to Committee Chairperson

Approved by: _____

(Committee Chairperson or member of the Executive Committee)