

The Garden Club of Indiana, Inc.

Member of National Garden Clubs, Inc.

TO: TGCI, INC. BOARD OF DIRECTORS/EXECUTIVE COMMITTEE
FROM: TGCI, INC. ASSISTANT TREASURER
SUBJECT: REIMBURSEMENT OF TGCI, INC. OFFICERS AND STATE CHAIRMAN
2019-2020 EXPENDITURES

Reimbursement of expenses for postage, copying, etc. relevant to the duties of your chairmanship, your budget allotment and within the Fiscal Year 2019-2020 will be honored and may be obtained from the State Treasurer upon request. Expenses may be submitted throughout the year, however, **ALL BILLS MUST BE SUBMITTED PRIOR TO MARCH 1ST OF THE FISCAL YEAR.** Use the form below to itemize your expenses or go to the website www.gardenclubofindiana.org to fill out and print the form. Mail **1** copy of the completed form, along with the receipts of your expenses to:

The Garden Club of Indiana, Inc.
c/o Cynthia Wright
5868 E 71st St, Suite E #136
Indianapolis, IN 46220

IF YOU ARE OVER YOUR ALLOTATE BUDGET, YOU WILL ONLY BE REIMBURSED FOR THE APPROVED AMOUNT. ALL Board Members are asked to complete this form even if reimbursement is not requested. This report is a valuable tool in preparing the budget for the following year.

Thank you,
Julie Wells
TGCI Assistant Treasurer

TGCI, INC. OFFICERS AND/OR CHAIRMAN'S EXPENDITURES REPORT

Date: _____
Name: _____
Budget Line: _____
Address: _____
City: _____
State: _____ Zip Code: _____
Approved Budget Amount : _____

Expenditures:
Postage: _____
Printing: _____
Supplies: _____
Misc: _____
Other: _____
Total: _____