

# COMMON THREADS QUILTERS GUILD

## Request for Reimbursement & Cash Receipts Recap

### REQUEST FOR REIMBURSEMENT

<u>Date</u>	<u>Vendor</u>	<u>Item &amp; Purpose</u>	<u>Budgeted / Approved?</u>	<u>Amount</u>
<b>Total</b>				\$

I certify that these expenditures were for the benefit of the Common Threads Quilters Guild, that the information presented above is true, the attached receipts are valid and that I am due reimbursement for this expenditure.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by: \_\_\_\_\_ Date: \_\_\_\_\_

### CASH RECEIPTS SUBMITTAL

<u>Cash Received From:</u> _____				
<u>Date</u>	<u>List members paying dues.</u>	<u>Item &amp; Purpose</u>	<u>Cash / Check</u>	<u>Amount</u>
			CHK	
<b>Total</b>				\$ -

I certify that the information provided regarding these receipts is accurate and that I have submitted all funds that I have collected on behalf of the Common Thread Quilters Guild

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_