

Genesee Valley Quilt Club, Inc.

Please use separate forms to request reimbursement and to report income, don't mix them on one form. Thank you.

Request for Reimbursement

Requested by: _____

Date: _____

Amount: _____

Purpose: _____

Coordinator Approval _____

Receipt Attached: **Yes** **No**

If "No" please explain: _____

Make out check to: _____

If you want this check mailed, provide the address _____

For accounting use only:	Check No. _____	Date: _____
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Income

Date: _____ **Amount:** _____

Turned in by: _____

Cash: _____ **Checks:** _____

Earned from: _____

Counted by: _____

For accounting use only:	Deposited on _____
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Please submit to:
Jenna Darlak, Treasurer, GVQC
23 Timus Circle
Penfield, NY 14526