

## Greenville Woodworkers Guild, Inc. Expense Report & Reimbursement Request

Use this form to record expenditures of personal funds for the benefit of Greenville Woodworkers Guild, Inc. and to request reimbursement for the expenditures or to indicate that the expenditures are a donation to the Guild.

Enter name and address to be used to prepare and mail a reimbursement check or an acknowledgement for donated funds.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

List expenditures. Attach receipts or copies of receipts if available.

Date Purchased	Purchased From	Item(s) Purchased	Purchased for Project/Account	Amount
<b>Total</b>				

Sign and date **one** of the spaces below.

I request reimbursement for the above expenditures.

Signature & Date

**OR**

The above expenditures are a donation to the Guild.

Signature & Date

Expenditures for the Education Center must be authorized by the Shop Superintendent or his designee

Authorized by:

Signature & Date

Place completed and approved expense request and receipts in the Treasurer's Mailbox at the education center.

Or, mail them to  
Greenville Woodworkers Guild, attn Treasurer,  
P.O. Box 825, Mauldin, SC 29662

**Do not place in the lumber payment slot**

For office use:

Paid Check No. \_\_\_\_\_ Date: \_\_\_\_\_