



**FRIENDSHIP SQUARE QUILT GUILD**  
**EXPENSE REIMBURSEMENT FORM / CHECK REQUEST FORM**  
 (Circle one)

Check payable to \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

W-9 Needed?      Yes    No    NA

If yes, is the W-9 attached?    Yes      No      Comment \_\_\_\_\_

Explanation of the business purpose of the expense			
Itemized Detail (attach receipts and supporting documentation)	Budget Category (required)	Amount	Sales Tax
	<b>Purchase Subtotal</b>		
		<b>Sales Tax Total</b>	
<b>GUILD DEBIT CARD PURCHASE: Y / N</b> (Pre-approved up to \$100.00)		<b>Total Amount</b>	

Requested by (please print) \_\_\_\_\_

Requester Signature and Date \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Board Officer or Chair and Date \* \_\_\_\_\_ Date \_\_\_\_\_

\* Review all receipts, double check math and verify sales tax paid, then sign and date the form.

CFO Signature and Date \_\_\_\_\_ Check Number \_\_\_\_\_

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|--|--------------------------------|
| 1. Attach all receipts                                       | 2. List (itemize) each expense |
| 3. Identify budget category for each item listed             | 4. Sign and date               |
| 5. Obtain 2 <sup>nd</sup> signature from appropriate officer |                                |