

**THE GREENFIELD JAYCEES, INC.
EXPENSE FORM/CHECK REQUEST**

Name: _____ Date Submitted: _____

Date of Expense: _____ Amount: _____

<u>Charge to Department.:</u>	<u>Event/Item:</u>	<u>Detailed Description:</u>
(pick one) Management Community Membership Individual Dev.	(Examples) • Newsletter • Casino (M&I) • Haunted Bus Run • Easter Scramble	(Examples) • Stamps • Pizza after Casino • Beer • Candy

(Enter additional Expenses on Page 2)

Receipt(s) Must Accompany ALL Reimbursements

Notes and Special Requests:

If Check should be made payable to another party:

Make Payable to: _____ Return to: _____
 or Mail to: _____
 (Address) _____

Please note: If you would like to receive a check at a Board or Membership meeting, your check request must be received by the Treasurer no later than the Monday prior to the meeting. All other requests will be paid within a reasonable time by mail or at an upcoming event. Thank you for your cooperation.

For Treasurer's Use Only:

Paid with Check #: _____ Date: _____

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Total Amount: \$ _____