Vera Street Community Garden Inc.
Claim for Expenses Incurred

Expense claims cannot be paid until they have been confirmed and signed by a member of the committee. Please check with the Treasurer or the appropriate member of the committee before committing to an expense.

Please attach all receipts. Claims cannot be paid without a valid receipt .

Item	***Purpose***	***Cost***

Claimant
Name Signature Date

.....

Committee Member endorsement
Name Signature Date

.....
Claim must be endorsed by a member of the committee prior to payment.
Treasurer Endorsement
Name Signature Date

.....

Claim must be endorsed by the Treasurer prior to payment.
Payment made by (tick)
☐ Cheque number:.....Date.....

☐ Internet receipt number: ……..Date……...

☐ Petty Cash receipt number:.....Date.....

Payment received by claimant
Name Signature Date

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