

# Thimbles & Friends Quilt Guild Expense Report

Guild Member \_\_\_\_\_ Date \_\_\_\_\_  
 Print

Purpose \_\_\_\_\_  
 \_\_\_\_\_

DATE	ITEM	AMOUNT REIMBURSED	AMOUNT DONATED

Total Reimbursement: \$ \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
 Signature

Please attach all receipts for reimbursement

T&FQG Check # \_\_\_\_\_

\_\_\_\_\_  
 Board Member approval signature /(email) if over \$50 Date

Submit to Treasurer for Reimbursement

Budget Item \_\_\_\_\_