



MICHIGAN GARDEN CLUBS, INC.

REQUEST FOR INTERNAL FUNDS TRANSFER

Use this form for fund transfers from District & Council Reserves

Instructions

Complete this form and email with **required** supporting documentation (invoices, receipts, contracts, letters) : Bunny LaDuke, MGC Treasurer

rladuke@migardenclubs.org 269-808-2206

Retain a copy for your files, in case questions arise.

DATE REQUESTED : _____ AMOUNT: \$_____

MGC EVENT / PROJECT: _____

FROM MGC ACCOUNT: _____

TO MGC ACCOUNT: _____

INVOICE ATTACHED RECEIPTS ATTACHED CONTRACT ATTACHED LETTER ATTACHED

PURPOSE OF TRANSFER:

REQUESTED BY: _____
NAME MGC POSITION

EMAIL PHONE

Account #: _____ Class #: _____ (completed by Seber Tans)