



MICHIGAN GARDEN CLUBS, INC.

REQUEST FOR MEMBER REIMBURSEMENT

Instructions

Complete this form and email with supporting documentation (invoices, receipts, contracts, letters) to appropriate person for approval (District Director/Treasurer, School Chair)

Approval Person emails approved form with supporting documentation (invoice, receipt, contract, letter) to: jheinrich@sebertans.com 269-441-8981

(Jennifer Heinrich, MGC accounting firm representative)

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

Check will be mailed from Bill.com, MGC's check payment company, and should arrive within three to five weeks of submission to CPA firm and final approval by MGC.

NAME: _____ DISTRICT _____ DATE SUBMITTED: _____

ADDRESS: _____

CITY / STATE: _____ ZIP CODE: _____

MGC POSITION: _____ Class#: (completed by Seber Tans) _____

EVENT / PROJECT: _____

EVENTS / SCHOOLS / DISTRICT EXPENSES ONLY

533.001 NGC Exam/Refresher Fees _____

533.003 Equipment Rent _____

533.004 Room Rent / Setup _____

533.005 Printing / Postage _____

533.006 Publicity / Decorations _____

533.007 Event Materials _____

533.008 Instructor / Speaker Fees & Expenses _____

533.009 Meals / Breaks _____

533.010 Administrative _____

533.011 Donations & Awards _____

533.002 Event Expenses, Misc. _____

533.014 Revenue Sharing _____

533.016 Grow & Share Grant _____

533.013 Other _____

524.00_ District Director Mileage (Number of Miles x \$0.725 2026 Rate _____

TOTAL TO BE REIMBURSED _____

MGC CORP EXPENSES:

504.000 Merchandise (List Type) _____

520.528 Printing / Postage / Supplies _____

____.____ Other _____

____.____ Other _____

TOTAL TO BE REIMBURSED _____

Approved by: _____ Date: _____

Name

MGC Position