Date Form Printed 8/11/15

DOUGLAS COUNTY MASTER GARDENERS

EXPENDITURE AUTHORIZATION FORM

CHECK # _____

DATE PAID _____
(office use)

DATE _____

ISSUE CHECK TO: _____

VENDOR	CATEGORY	ITEM PURCHASED/ BRIEF EXPLANATION	AMOUNT
		TOTAL	

COMMITTEE _____ CHAIR_____
signature

Please attach receipts, or other documents to <u>back</u>.

Checks will not be issued without documentation. Give this completed form to the Treasurer.

Please check mark one: _____ pick up at meeting

_____ mail (provide a self addressed envelope)