



Garden Club Expense Reimbursement Form

Print Member Name: _____

Apartment building & #: _____ Telephone: _____

Email: _____

Itemize Expense(s) Description: _____

Total Amount for Reimbursement: _____

Itemized Receipt(s) Must Be Attached – circle below if attached:

yes

no

Garden Club Approval Signature: _____

**Resident Member Approval Signature to Issue Reimbursement
to their HS Resident Account:**

Name: _____ **Date:** _____

Authorized reimbursements approved and submitted prior to the 15th of a month will appear on the following month. Example: if submitted prior to July 15th the applied credit will appear on resident's August statement.