



# **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:

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 15<sup>th</sup> of a month will appear on the following month. Example: if submitted prior to July 15<sup>th</sup> the applied credit will appear on resident's August statement.**