

# Cobblestone Quilters' Guild Reimbursement Form

(No checks will be written at guild meetings. Please email check information to the treasurer prior to the meeting or the check will be mailed to you after the meeting date.)

Please fill out this form and submit to the Cobblestone Treasurer with all receipts attached.

Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address if reimbursement is to be mailed to you:

\_\_\_\_\_  
\_\_\_\_\_

Expense Details (Item, purpose, amount):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Reimbursement form with receipts can be mailed to:

Donnita Cook  
4138 Club Course Drive  
North Charleston, SC 29420

**NOTE: NO CHECKS WILL BE ISSUED WITHOUT A COMPLETED REIMBURSEMENT FORM**

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Treasurer's Notes:

Date: \_\_\_\_\_

Check Number: \_\_\_\_\_