

Valley Forge Homestead Quilters  
***Expense Reimbursement Form***

MAKE CHECK PAYABLE TO: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ITEM & PURPOSE	STORE OR VENDOR	LINE ITEM (SEE LIST BELOW)	AMOUNT
TOTAL REIMBURSEMENT AMOUNT:			

**Line-item categories:**

Accuquilt	Hospitality	News & Info <i>(website &amp; newsletter)</i>	Raffle quilt
Anniversary	Hostess/Door Prizes	Organization fees <i>(AQS, NQA, etc)</i>	Refreshments
Block of the month	Library	Postage & Box rental	Retreat
Charitable donations	Membership	Programs & holiday gift	Sunshine
Comfort quilts	Member Comfort	Publicity	Workshops <i>(&amp; church rental)</i>
Historian	Miscellaneous	Quilt show <i>*(see sub-categories)</i>	

**\*ADDITIONAL EXPENSE SUB-CATEGORIES FOR QUILT SHOW:**

Admissions	Finance	Promotion <i>(flyers) &amp; program</i>	Refreshments	Vendors
Appraisals	Facilities	Promotion <i>(signs)</i>	Set-up <i>(hanging, frames, décor)</i>	Viewers choice
Boutique & workshops	Grandma's attic	Publicity <i>(papers/mags/mail)</i>	Signage <i>(in-door directional)</i>	
Chinese auction Door Prizes	Historian	Registration & descriptions	Staffing	

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

BOARD MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(for expenditures over \$100)*

CHECK NO: \_\_\_\_\_  
 (FOR TREASURER)

**Please attach all receipts**