

West Virginia Garden Club, Inc. REPORT OF EXPENDITURES

Date: Submitted _____

Due by June 15, 2026 & June 15, 2027

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Your position: _____

***NOTE:** If reporting for more than one position, please complete separate form for each one.

Period covered or event: _____

**** NOTE:** Refer to the Allotment Allocation listed on the 2025-2026 Budget for amount allowed under each position.

EXPENDITURES:

Travel \$ _____

Mileage \$ _____

Postage \$ _____

Copy Service \$ _____

Supplies \$ _____

Other (provide itemization) \$ _____

TOTAL Reimbursement Requested \$ _____

Please prepare in **DUPLICATE**. Send one copy with original receipts attached, to the WVGC State Treasurer. Keep the duplicate copy for your records.

RECEIPTS ARE REQUIRED FOR AUDITS AND TO COMPLY WITH IRS REGULATIONS.
There will be no reimbursement without receipts.

WVGC State Treasurer:

Carol Williams

128 Locust Ave.

Spencer, WV 25276