



# Kalamazoo Garden Council, Inc. Reimbursement Expense Request

Version 2024-01

Project: \_\_\_\_\_ Date of Project: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

**F9A6I FG9A9BH9LD9BG9 F9EI 9GH.**

Vendor's Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Vendor's Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Vendor's Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Á

Vendor's Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Vendor's Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT: \$ \_\_\_\_\_**

For reimbursement, please send this completed form with receipts attached for each expense to: *Treasurer, Kalamazoo Garden Council, 5333 N. Westnedge Ave. Kalamazoo, MI 49004*. Also, please send a copy of this form to appropriate chair. **Digital submission is encouraged (available online at [KalamazooGardenCouncil.org](http://KalamazooGardenCouncil.org) under Member Area then Forms).**

KGC is a nonprofit, exempt from sales tax, so we do not usually reimburse any sales tax expense. Please discuss with vendor prior to purchase. Should you need a copy of our nonprofit sales tax license or tax-exempt number to give to the vendor, contact the Treasurer. All expenses should be within project or committee budget. Please make sure your Chair can provide us with an email approval for the expense(s) listed above should it be necessary. Questions? Please contact the KGC Treasurer, Linda Derfiny at [ldbsns@gmail.com](mailto:ldbsns@gmail.com) or 269-993-0035

*For Treasurer's Use Only*

Date Received: \_\_\_\_\_ Date Disbursed: \_\_\_\_\_ Check Number: \_\_\_\_\_

Comments: \_\_\_\_\_