

**DISBURSEMENT VOUCHER
GARDEN CLUB of NEW JERSEY**

Make disbursement from: _____ CHECKING ACCT or _____ MONEY MARKET ACCT

The Checking Account is for ordinary operations and projects intended to conclude by fiscal year end, April 30.

The Money Market Account is for donations or fundraising income which may accumulate for more than a year before being used. (examples: donations for Blue Star, Scholarships, etc. A small amount of interest will accrue to funds held here.)

DATE _____ SUBMITTED BY _____

COMMITTEE _____ CODE # _____

CHAIRMAN _____

ACCT CHARGED (if not committee) _____ CODE # _____

AMOUNT _____

CHECK PAID TO THE ORDER OF _____

ADDRESS (where check is to be sent) _____

Original invoices or receipts must be attached to this voucher and approved by Committee Chairman before payment.

CHECK # _____ DATE _____

Date	Amount	Vendor	Description

MAIL TO:
GCNJ c/o Abacus Louisville
PO Box 91328
Louisville, KY 40291

Complete 3 copies: Mail 2 copies of completed form to Project / Committee Chairman with original receipts to forward to GCNJ c/o ABACUS and keep 1 copy for her file and report. Keep 1 copy for your own records.