

**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) \_\_\_\_\_

**Only Committee Chairmen are permitted to submit for reimbursement.** Original invoices or receipts must be attached to this voucher and submitted by the Chairmen in order to be paid.

CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

Date	Amount	Vendor	Description

MAIL TO:  
GCNJ c/o Jane Bianco, Treasurer  
33 Ernston Road  
Colonia, NJ 07067

SCAN AND EMAIL TO:  
Jane Bianco, Treasurer  
biancojane45@gmail.com

**Instructions: Complete 3 copies:** Scan and Email completed voucher form with receipts to Jane Bianco. OR Mail completed form with original receipts to Jane Bianco. Also, keep 1 copy for your GCNJ file and report. Keep 1 copy for your own records.