

**San Francisco Quilters Guild
Request for Reimbursement**

Today's date	
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Amount of reimbursement	\$
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Payable to:	Name	
	Address	
	Address	
	Phone number	

Committee budget to be charged	
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Brief description of expense	
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Attach receipts or invoice to form:

Submit to: Guild treasurer, Gloria Miller, in person at SFQG meetings or by mail to San Francisco Quilters Guild, P.O. Box 27002, S.F., CA 94127-0002. Attn: Treasurer

Requests must be approved by the chairperson of the committee whose budget is responsible for this expense. Non-budgeted expenses need board approval to be paid.

Reimbursement is by SFQG check and will be mailed as soon as possible to the address provided above.

Questions? Call Gloria Miller @415-387-6508 or gloriamillersf@gmail.com

Your signature	
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