

**DISBURSEMENT VOUCHER
GARDEN CLUB of NEW JERSEY**

Make disbursement from: _____CHECKING ACCOUNT or _____ MONEY MARKET ACCOUNT

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, Habitat for Humanity, Scholarships, dues for Landscape Council, 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 Checking Account Transactions to:
Alison Stellita, Treasurer
111 Lonny Court
Toms River, NJ 07853

Mail Money Market Transactions to:
Kathy Mullarkey, Asst. Treasurer
32 Foster St.
Red Bank, NJ 07701

Complete 3 copies: Mail 2 copies of completed form to the Project Chairman along with original receipts. The Project Chairman then forwards the form and receipts to the Treasurer or Assistant Treasurer and keeps one copy for the committee file and report. Person submitting the form and receipts keeps 1 copy for his/her own records.