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 __________________

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<th>Date</th>
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<th>Vendor</th>
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Mail Checking Account transactions to: Mail Money Market transactions to: 
Alison Stellita, Treasurer Jane Bianco, Asst. Treasurer 
111 Lonny Court 33 Ernston Road 
Toms River, NJ. 08753 Colonia, NJ. 07067

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.