



Oregon State Federation of Garden Clubs, Inc

WARRANT

Warrant number: _____ (to be issued by Treasurer) Date: _____

Make Check Payable to: _____

Amount Requested: _____ Receipts attached/included?: _____

Mail to: _____

Address: _____ City & State: _____ Zip (+4): _____

Payment/Reimbursement requested for: _____

Requested by Officer or Chair of the _____ Committee

Signed by: _____ Date: _____

Receipts or signed itemized statement must be received. If cash advance, a completed warrant must accompany the request to the Treasurer, and receipts or a signed statement must be sent within twenty (20) days after the event.

Send warrant to OSFGC Treasurer:

Karen Brown

5211 Salmon River Hwy---Otis, OR 97368-9780

541.994.2953---wkbrown@embarqmail.com

Date Received: _____ Signed (Treasurer): _____

The Treasurer will scan and email the warrant to the OSFGC President and the Recording Secretary:

Emailed to President, Carolyn Olley on: _____ Date & Initial: _____ Received: _____

Emailed to Recording Secretary, Darby Walker on: _____ Date & Initial: _____ Received: _____

Check issued by Treasurer, Karen Brown

Signed (Treasurer): _____ Date: _____

Check Number: _____ Amount: \$ _____

Date Paid: _____ Date Mailed: _____ Account: _____