

**San Francisco Quilters Guild  
Request for Reimbursement**

|              |  |
|--------------|--|
| Today's date |  |
|--------------|--|

|                         |    |
|-------------------------|----|
| Amount of reimbursement | \$ |
|-------------------------|----|

|             |              |  |
|-------------|--------------|--|
| Payable to: | Name         |  |
|             | Address      |  |
|             | Address      |  |
|             | Phone number |  |

|                                |  |
|--------------------------------|--|
| Committee budget to be charged |  |
|--------------------------------|--|

|                              |  |
|------------------------------|--|
| Brief description of expense |  |
|------------------------------|--|

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](mailto:gloriamillersf@gmail.com)

|                |  |
|----------------|--|
| Your signature |  |
|----------------|--|