TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

TFGC FINANCIAL REPORT - FORM B (EXPENSE PAYMENT REQUEST)

Event/Project : Name _____

Date _____

From _____Title_____ District _____

Address _____

Phone # _____ Email _____

Upon completion of projects, chairmen handling money shall submit a TFGC Financial Report Form with substantiating receipts and vouchers for audit with the treasurer's records.

Send this completed form with receipts/vouchers attached to the TFGC Treasurer
Susan Quinn, 97 W Chickasaw Pkwy, Memphis 38111.

TFGC President: _____Date: _____
(approved by)

Receipt/Voucher Date	Item(s)	Place of Purchase	Amount

Total Expense: $ _____

Submitted and signed by: _____ Date: _____

Form B – Revised 06/2021