

Form #5

GARDEN CLUB OF ST. PETERSBURG

CASH ADVANCE FORM

Event or Activity

Date of event or activity

PRINTED Name of Authorized Person Submitting

Contact info-phone and email

Date submitted _____

AMOUNT OF CASH ADVANCE \$ _____

Signature of Authorized Recipient

Date of request

Address to send the check:

Check # _____

Dated _____

Budget line item # _____

Date Advance Accounted For: _____

Treasurer

All Advances must be accounted for within 90 days. If expenses exceed Advance use Form #2 for reimbursement.