

# DISCONNECTED PIECERS QUILT GUILD FUNDS REQUEST

DATE:

NAME:

REQUESTED AMOUNT:

**PURPOSE OF EXPENSE:**

DPQG Expenses will be reimbursed for preauthorized budgeted amounts by the Committee Chairperson. All other expenditures must be approved by the Board of Directors. Show Expenses must be approved by the Quilt Show Chair. **SELECT A CATEGORY BELOW:**

**Guild Expenses: Attach Receipts**

- ☐ Community Quilts
- ☐ Computers and Software
- ☐ Door Prizes
- ☐ Education
- ☐ Historian
- ☐ Holiday Party
- ☐ Meeting Supplies and Expenses
- ☐ Newsletter
- ☐ Printing and Postage
- ☐ Programs
- ☐ Quilt of Valor
- ☐ Retreat
- ☐ Sunshine
- ☐ Other Expense: \_\_\_\_\_

**Refunds:**

- ☐ Bus Trips
- ☐ Education - Class Name: \_\_\_\_\_
- ☐ Holiday Party
- ☐ Retreat
- ☐ Other: \_\_\_\_\_

**Original Payment Method:**

- ☐ Cash
- ☐ Check
- ☐ Credit Card

**Quilt Show Expenses:**

**Attach Receipts**

- ☐ Admin Supplies
- ☐ Boutique/Storage
- ☐ Judging
- ☐ Postage
- ☐ Printing & Signage
- ☐ Publicity
- ☐ Raffle Baskets
- ☐ Raffle Quilt
- ☐ Ribbons
- ☐ Set Up Costs
- ☐ Other: \_\_\_\_\_

Approver: \_\_\_\_\_ Title: \_\_\_\_\_

Check # or Credit: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_