



# PARK RIDGE Garden Club

## PARK RIDGE GARDEN CLUB CHECK REQUEST FORM

Item No.	Item Type	Purpose	\$ Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
		TOTAL	\$

Submitted by (please enter your first and last names here) \_\_\_\_\_ Enter the Date You Submit the Form \_\_\_\_\_

*for Garden Club Treasurer:*

_____	_____	_____
Paid To	Date Paid & Check Number	Total Payment

**Electronic Filing Instructions:**

1. Fill in the Item, Purpose and Amount on this Form
2. Download and save this completed form to your computer
3. Scan receipts for items listed.
  - a) If you do not have a scanner you can take a picture of the receipt with your phone.
  - b) go to your phone's photo library and email the receipt's picture to yourself
  - c) open your email on your computer and save the picture to your computer
3. Attach the completed form and scanned receipts to an email and send to: [gardenclub60068@gmail.com](mailto:gardenclub60068@gmail.com)

**Filing Instructions If You Choose to Mail Form and Receipts**

1. Fill in the Item, Purpose and Amount on this Form.
2. Print out this completed form.
3. Mail the completed form and your receipts to:
 

Inge Serpe  
408 South Lincoln Avenue  
Park Ridge, IL 60068