

MASTER GARDENERS OF RUTHERFORD COUNTY, TN (MGRC)

ADVANCE OF FUNDS REQUEST FORM

DATE _____

(Check option that applies)

- Dues
 - Budgeted Committee Activity
 - Event Expense
 - Fundraiser
 - Donation/Raffle
 - Other (please specify)
-
-

Advance Description	\$ Amount

Reimbursement issued to: _____

Check Number: _____ Amount: _____

**Applicants: Please complete top portion of form, ending with "Advance Description & Amount."
Advance of funds is predicated upon submittal of receipts to offset the amount of advance.
Requestor agrees by signing below that they will submit receipts to MGRC Treasurer & any unspent funds will be returned to MGRC. All advances must be validated by a legible receipt or copy thereof.**

Requested by: _____ Date: _____

Signature of Treasurer: _____ Date: _____