

**DISBURSEMENT VOUCHER  
GARDEN CLUB of NEW JERSEY**

Make disbursement from: \_\_\_\_\_ CHECKING ACCOUNT or \_\_\_\_\_ MONEY MARKET ACCOUNT

The Checking Account is for ordinary operations and projects intended to conclude by fiscal year end, April 30.

The Money Market Account is for donations or fundraising income which may accumulate for more than a year before being used. (examples: donations for Blue Star, Habitat for Humanity, Scholarships, dues for Landscape Council, etc. A small amount of interest will accrue to funds held here.)

DATE \_\_\_\_\_ SUBMITTED BY \_\_\_\_\_

COMMITTEE \_\_\_\_\_ CODE # \_\_\_\_\_

CHAIRMAN \_\_\_\_\_

ACCT CHARGED (if not committee) \_\_\_\_\_ CODE \_\_\_\_\_

AMOUNT \_\_\_\_\_

CHECK PAID TO THE ORDER OF \_\_\_\_\_

ADDRESS (where check is to be sent) \_\_\_\_\_

Original invoices or receipts must be attached to this voucher and approved by Committee Chairman before payment.

CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

Date	Amount	Vendor	Description

Mail Checking Account transactions to:  
Alison Stellita, Treasurer  
111 Lonny Court  
Toms River, NJ. 08753

Mail Money Market transactions to:  
Jane Bianco, Asst. Treasurer  
33 Ernston Road  
Colonia, NJ. 07067

**Complete 3 copies:** Mail 2 copies of completed form to the Project Chairman along with original receipts. The Project Chairman then forwards the form and receipts to the Treasurer or Assistant Treasurer and keeps one copy for the committee file and report. Person submitting the form and receipts keeps 1 copy for his/her own records.