

GWINNETT COUNTY MASTER GARDENERS ASSN.

CHECK REQUEST

Please email completed form or mail to:

GCMGA Treasurer
5224 Bowers Brook Drive SW
Lilburn, GA 30047-5173

Date: _____

Check Requested By : _____

Payable to (if different): _____

Check Mailing Address: _____
(required)

INSTRUCTIONS: *Please print and attach any supporting documentation*

Project Name or Budget Item	Name/Company	Description	Amount
		Total Check Request:	

*Please provide sufficient explanation so that expenses can be adequately reported to IRS.
GCMGA is a non-profit, but we are still subject to tax audit.*

Treasurer's Use Only

Date Paid: **Check Number:** **Code(s):**