



Creative Quilters Guild of Ellis County
Reimbursement Voucher / Square Refund Request

Payable to: _____

Date Submitted: _____ Phone No. _____

Must attach Invoice(s), Receipt(s), supporting Square emails)

Item or Service	Purpose or Place of Purchase	Amount
	TOTAL	

Please have approval signature and committee/budget category identified prior to submitting to treasurer:

Approved by Board Member (Not Payee) _____

Committee or Budget Category _____

Date: _____ Amount of Refund: _____

Treasurer: _____ Posted on spreadsheet

Revised January 2022



Creative Quilters Guild of Ellis County
Reimbursement Voucher / Square Refund Request

Payable to: _____

Date Submitted: _____ Phone No. _____

Must attach Invoice(s), Receipt(s), supporting Square emails)

Item or Service	Purpose or Place of Purchase	Amount
	TOTAL	

Please have approval signature and committee/budget category identified prior to submitting to treasurer:

Approved by Board Member (Not Payee) _____

Committee or Budget Category _____

Date: _____ Amount of Refund: _____

Treasurer: _____ Posted on spreadsheet

Revised January 2022