



REIMBURSEMENT INVOICE
Riverside-Inwood Neighborhood Gardens, Inc.

entered on
database?

Name, Title of Purchaser_____

Date of Submittal_____

ATTACH ALL ORIGINAL RECEIPTS KEEPING A COPY FOR YOUR RECORDS

Codes for Category of Purchase

1 Printing	9 Plants, seeds, bulbs
2 Postage, Labels	10 Tools, fishpond, watering, waterfall
3 Photo/Video	11 Soil, Compost, Gravel, Rocks
4 Paper Supplies, Printer ink	12 Anti-Theft, Drainage, Storage
5 Insurance, Dues, Fees	13 Fertilizer, Pesticides
6 Phone Calls	14 Truck, tool rental
7 Food, Gifts	15 Transportation
8 Other Administrative	16 Books, Signs, Plant Labels
	17 Other Garden-related

Date of Purchase	RING Code	Qty	Item	Source	Cost

Purpose of Purchase (e.g., Fundraising -Spring Garden Festival; Membership)

Reimbursement Received:

Signature_____Date_____