

**Master Gardener Foundation of Thurston County  
Reimbursement Request**

(1) Program, Event or Program Site: \_\_\_\_\_ Date of Request: \_\_\_\_\_

(2) Describe project or Funding Request (attach all paid receipts or vendor supplied estimate)

(3) Amount Requested: \_\_\_\_\_

(4) Requester's signature: \_\_\_\_\_

(5) Requester's Printed Name: \_\_\_\_\_

(6) Payment to be made to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(7) Signature Approval from Foundation Project Chair, Lead or Program Manager:

\_\_\_\_\_ Date Approved: \_\_\_\_\_

(8) Expense Category Line: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TREASURER'S USE ONLY**

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Notes:

## INSTRUCTIONS

1. Enter name of program, event or program site for this request, i.e., plant sale, garden rhapsodies, DirtWorks, etc. Enter the date of this request for reimbursement.
2. Enter a description of the funding request. Attach all receipts either by staple or in an envelope to assure receipts do not get lost during handling. Do not combine purchases made for personal use with those for this request. Ask the vendor for a separate receipt. All receipts should indicate paid as any direct payment to a requester is for reimbursement only. No blanket, undocumented requests will be accepted.

If a prepayment is to be made to a vendor, the vendor prepared estimate must be attached showing an itemized list, prices, taxes and the length of time the estimate is valid.

If payment is to a vendor, completed vendor invoice must be attached showing an itemized list of goods or services, prices.

3. Enter the amount requested in this request. This should exactly match the attached receipts or vendor prepared estimate or invoice.
4. Enter the signature of the individual requesting reimbursement.
5. Enter the printed name of the requester.
6. Enter the name and address of the person the reimbursement is to be made.
7. Give the completed form with the receipts to the approving project lead or event chair. The approving person will review the receipts for correctness and appropriateness. If approved, this individual will sign and date as approved. If the requester and the approver are the same person, a Foundation Board Officer is the approver. Any reimbursements for the demonstration gardens, program activities and the Extension office clinic will be approved by the Program Manager.
8. The approving person will enter the specific expense category line this expenditure is to be applied. If more than one, enter all that apply with appropriate amounts. The total must match the amount requested in item (3) above.

The approving person will give this form and receipts to the Foundation Treasurer either in person, mailed, or placed in the treasurer's mailbox in the Extension office. The Treasurer will reimburse according to the instructions shown on this form. Any discrepancies found will be discussed with the approver.