



## Master Gardener Foundation of Thurston County Reimbursement Request and Bill Payment Form

This is a fillable form so when completing on your computer, double click the spreadsheet to open and enter purchase data. It will add the amount column and provide a total to be reimbursed. Find and complete Class and Expense codes that match purchases. Word and Excel will both be open and what you type into the Excel spreadsheet will show in the Word form after clicking into another part of form. If completing printed copy, add and total the amount in the spreadsheet. There are more Expense Codes than those listed, so if you don't see one you need, leave it blank and Treasurer will add the proper code. More instructions on page 2.

Program	Class Code	Expense Code	Amount	Description of item
<b>Total payment</b>			<b>\$0.00</b>	

Requester's Printed Name: \_\_\_\_\_

Requester's signature: \_\_\_\_\_

Payment to be made to: \_\_\_\_\_

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

\_\_\_\_\_  
*Signature Approval MGFTC Board, Committee Chair, or Program Manager* \_\_\_\_\_  
*Date*

Total Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

TREASURER'S USE ONLY	RR # MG
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**Class Codes**

100 Foundation	320 MG Program Support	411 Clothing
311 Closed Loop Park	321 Intern Special Projects	412 Handicrafts
312 Dirt Works	330 Diagnostic Clinic	415 Tools
313 Oly Farmer's Market	340 MRC Program Support	417 Calendar
314 Children's Garden	433 Fall Fundraiser	420 Plant Sale

**Expense Codes**

8110 Supplies	8320 Conference	8460 Equipment purchase/rental
8111 Vandalism repair/replace	8330 Speaker fees	8540 Staff development/training
8140 Postage/shipping	8410 Room rental	8550 Awards/incentives/gifts
8170 Printing/copying	8441 Plants	8580 Food/refreshments
8180 Books/subscriptions	8442 Tools/Equipment	
8222 Solid waste/garbage	8443 Irrigation	

## Instructions

1. This is a fillable form so when completing on your computer, double click the spreadsheet to open and enter purchase data. It will add the amount column and provide a total to be reimbursed. Find and complete Class and Expense codes that match purchases. Word and Excel will both be open and what you type into the Excel spreadsheet will show in the Word form after clicking into another part of form. If completing a printed, hard copy, add and total the amount in the spreadsheet. There are more Expense Codes than those listed, so if you don't see one you need, leave it blank and Treasurer will add the proper code.
2. Staple all receipts to this form or, if scanning form and receipts, attach in a copy to the Treasurer and keep originals until paid. **DO NOT** combine purchases made for personal use with those for the program. **DO NOT** round up if asked to donate to a cause at checkout. **NO** payments will be reimbursed without receipts. Receipts must be submitted for reimbursement in year they were incurred, except receipts dated in December may be submitted no later than January 31<sup>st</sup> of following year.
3. If prepayment is to be made to a vendor, a vendor prepared invoice must be attached showing an itemized list, prices, taxes and services to be paid for.
4. Enter the printed name of the requester and sign the form.
5. Enter the name of the person the reimbursement is to be sent with the address.
6. Give the completed form with the receipts to the approving project lead or committee chair. The approving person will review the receipts for correctness and appropriateness. This individual will sign and date as approved. If the requester and the approved are the same person, a Foundation Board Officer is the approver. Any reimbursements for the demonstration gardens and the Extension office will be approved by the Program Manager.
7. The approving person will give this form and receipts to the Foundation Treasurer in person, by mail (PO Box 165, Olympia, WA 98507), or scan them to the treasurer as an attachment to an email([treasurer@mgftc.org](mailto:treasurer@mgftc.org)). If scanning items, keep the originals until payment is received. The Treasurer will reimburse according to the instructions shown on this form. Any discrepancies found will be discussed with the approver.