**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.

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Requester’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE #\_\_\_\_\_\_\_\_\_\_

Requester’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

TREASURER’S USE ONLY RR # MG

**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 31st 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). 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.