

## Master Gardeners Foundation of Co Mason County

### Reimbursement Procedure

**Overview:** During the course of business of the organization it is necessary for members to make purchases on behalf of the organization. This procedure outlines the steps involved with getting reimbursement.

#### Procedure

1. Requester
  - a. Obtain a Reimbursement form from the Treasurer folder at the Extension Office (see attached)
  - b. Attach the Receipt(s) to the form
  - c. Complete the form including which budget line item to be charged.
  - d. Obtain the Line Item Committee Chairperson signature
  - e. Submit approved form with receipt attached to the Treasurer folder at the Extension office.
  
2. Treasurer
  - a. Review reimbursement request to confirm that receipt, authorizing signature and charging line item have been provided.
    - i. If request is not complete, return to requestor for completion.
  - b. If request is below \$50 complete reimbursement
  - c. If request is \$50 or above review detailed budget to determine if item was specifically identified and request amount is at or below the budgeted amount.
    - i. If yes, complete reimbursement
    - ii. If no, bring item to the Board of Director or General Meeting, whichever comes first, for approval.
    - iii. If approved complete reimbursement.
    - iv. If not approved notify requestor that the reimbursement request will not be fulfilled.

**Master Gardeners Foundation of Mason County**  
**Request for Reimbursement**

Must be accompanied by receipt(s)

**Date submitted:** \_\_\_\_\_

**Amount: \$** \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Item(s)/Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget Line Item to be Charged:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Approved by:** (Budget Line Committee Chair) \_\_\_\_\_

\_\_\_\_\_

For MGFMC Treasurer use only:

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_