

**General Treasury Guidelines**

1. Submit all reimbursements to the Treasurer using this form along with the original receipt attached.
2. Master Gardeners will be reimbursed by check sent through U.S. Postal Service to the home address of the Master Gardener.
3. Receipts must be given to the Treasurer within 60 days of purchase date. *Purchases over \$100 must be pre-approved by the UME MG Coordinator.* Late submissions will not be reimbursed.

Some treasury notes-

- Locate these forms at the MG office or at the Harford County Extension MG website.
- In the event a Master Gardener does not want to purchase an item using their personal funds, or the amount is over \$100, please place your order through the MG Coordinator.
- Please submit honorariums in a timely manner to the MG treasurer. Checks should be made payable to HCEAC. Organizations may choose to mail your honorarium directly to the Extension Office.
- Purchases on behalf of the Master Gardener Organization should be tax exempt. Sales tax expenses will not be reimbursed.

**Request for Reimbursement**

DATE \_\_\_\_\_ MG NAME \_\_\_\_\_

ADDRESS to whom the check is mailed \_\_\_\_\_

COMMITTEE \_\_\_\_\_ MG ACTIVITY \_\_\_\_\_

REASON FOR REIMBURSEMENT \_\_\_\_\_

REIMBURSEMENT AMOUNT \_\_\_\_\_

APPROVED BY MG Coordinator \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY Treasurer \_\_\_\_\_ DATE \_\_\_\_\_

**Receipt for Deposit**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

COMMITTEE \_\_\_\_\_ MG CODE: \_\_\_\_\_

REASON FOR DEPOSIT/HONORIUM \_\_\_\_\_

DEPOSIT AMOUNT \_\_\_\_\_

APPROVED BY MG Coordinator \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY Treasurer \_\_\_\_\_ DATE \_\_\_\_\_