



MASTER GARDENER FOUNDATION OF KITSAP COUNTY REIMBURSEMENT POLICY

POLICY

This policy establishes the procedure by which individuals shall be reimbursed for expenses incurred on behalf of the Foundation and Master Gardener Program.

GUIDELINES

In order to maintain proper financial records and track Foundation expenses it is necessary for members to submit proper reimbursement requests and receipts for any expenditure over \$5.00.

All expenditures must be budgeted and approved by the Board, a committee chair, a Garden Leader, or the Horticulture Coordinator. Approvers other than the Board must have a direct responsibility for the activity incurring the costs.

Members are asked to submit only reimbursement requests totaling \$5.00 or more.

PROCEDURE

Reimbursement request forms are available from the Treasurer or on-line at the Foundation website.

1. Complete reimbursement request form and attach receipt(s).
2. Have reimbursement request form signed by approving authority.
3. Submit reimbursement request form to Treasurer for payment.

This policy shall be reviewed every five years.

EXHIBIT: Reimbursement Request Form