



MASTER GARDENER FOUNDATION KITSAP COUNTY POLICY: REIMBURSEMENT

POLICY

This policy establishes the procedure by which members 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 pre-approved by the Board or committee chairperson.

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

Adopted 11/2/2005