



MASTER GARDENER FOUNDATION OF KITSAP COUNTY REIMBURSEMENT/ DEBIT CARD USE 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. This policy also establishes the procedure for use of the debit card by the Treasurer.

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, Committee Chair, Garden Lead, or the Horticulture Educator.
- Approvers other than the Board must have a direct responsibility for the activity incurring the costs.
- Requestor may not sign as an Approver and must have another approver's signature.
- Requests must be presented within sixty (60) days from the incurring expenses to be considered for reimbursement.
- Requests for reimbursement without a receipt must have 2 approver signatures.
- Master Gardeners are asked to submit reimbursement requests totaling \$5.00 or more.

In order to maintain proper control of the debit card expenses it is necessary for members to submit proper reimbursement requests and receipts for any expenditure.

- All expenditures must be budgeted and approved by the Board, Committee Chair, Garden Lead, or Horticulture Educator.
- Approvers other than the Board must have a direct responsibility for the activity incurring the costs.

PROCEDURE

Reimbursement request forms are available from the Treasurer or www.kitsapgardens.org/foundation-documents

- For expenditures, complete the reimbursement request form with receipt(s) attached.
- For Treasurer's debit card expenses, complete the reimbursement request form with vendor information. Treasurer will attach the debit card receipts to the reimbursement form.
- The reimbursement request form should be signed by authorized approver(s) or the approver may send approval to the Treasurer by email.
- Submit completed reimbursement request form to the Treasurer by email, mailed, or in person.

EXHIBIT: Reimbursement Request Form