Limestone County Master Gardeners Reimbursement Form 6 JAN 26

Reimbursement will be for Board approved projects and Board approved budgets.

1. Pre-authorization is required for any expense that exceeds the approved budget.
    a. Complete the top half of the form prior to expending any funds.
    b. Committee / Project lead will submit it for approval at the next Board meeting
    c. Expenditure shall only be made after approval has been received.
2. If the expense will not exceed your current FY budget amount, then complete the top and lower portions of the form; pre-authorization portion is not required.
3. Receipts shall be attached to this request. For receipts that are not itemized you shall note what each line item is for.
4. This form and any supporting documentation are to be submitted in person to the treasurer (i.e. at the monthly meetings) or mailed to the treasurer.
5. Any items purchased with LCMG funds becomes the property of the LCMG.

Person requesting:

Committee / Project this is for:

Is the expense within approved budget: Yes☐ No☐ If no, explain why this expense is needed:

<u>Preauthorization of expense that will exceed approved current FY budget:</u>

Amount requested $ Amount that will exceed approved budget: $

Name of committee lead:

Signature & Date of committee lead:

Board Approved: Yes ☐ No☐ Date:
Signature (Pres/VP/Treas):

<u>Reimbursement Request:</u>

Date: Vendor / Supplier:

Amount Paid: $ Cash☐ Card☐ Check☐ please select one

Signature:

**All reimbursement requests shall be submitted for payment within 30 days of expenditure or no later than 31 December of the current year whichever comes first.*

Reimbursement will made IAW LCMGA's By-Laws Article V Section 4.d.9 and Section 6.b.2