

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY

EXPENSE REIMBURSEMENT FORM

Date of Request: _____

Amount: _____

Payable to: _____

Description: _____

Requested by: _____

Approval Signature: _____

FOUNDATION		
✓	No.	Description
Foundation		
	1.100	Foundation General Operations
	1.250	Art Team Fundraisers
Greenhouse Operations		
	1.310	Annuals
	1.320	Perennials
	1.330	Vegetables
	1.340	Herbs
	1.350	Baskets
	1.360	Art
	1.370	Plant Sale
	1.380	General overhead
MASTER GARDENER PROGRAM SUPPORT		
Youth Programs		
	2.500	Youth Team
Demonstration Gardens		
	2.610	Ahtanum Park Garden
	2.620	Heirloom Garden
	2.630	WV Food Garden
	2.640	Kamiakin Garden
Clinic		
	2.700	Answer Clinic
Public Classes		
	2.810	Ahtanum Park Classes
	2.820	Heirloom Garden Classes
	2.830	WV Food Garden Classes
	2.850	Symposium

EXPENSE CATEGORY		
Amount	No:	Description
Greenhouse Expenses		
	5110	Plugs and Plants
	5120	Pots, Trays, Baskets
	5130	Soil & Amendments
	5135	Seeds
	5140	Fertilizers & Pest Management
	6001	Repairs & Maintenance
	6003	Equipment Purchase
	6010	Supplies & Materials-Greenhouse
Plant Sale Expenses		
	5145	Supplies & Materials-Plant Sale
	5150	Food-Plant Sale
	5155	Permits & Licenses-Plant Sale
	5165	Marketing & Advertising-Plant Sale
	5168	Rental Expense
Foundation General Expenses		
	6105	AV/Sound
	6110	Meetings & Gatherings
	6111	Travel
	6114	Marketing & Advertising
	6146	Sunshine Committee
	6150	Office Supplies
Master Gardener Program Support Expenses		
	7005	Gifts/Awards/Prizes
	7007	Marketing & Advertising-Program
	7030	Postage & Mailing-Program
	7035	Printing & Copying-Program
	7050	Dues & Subscriptions-Program
	7055	Supplies & Materials-Program
	7060	Garden Repairs & Maintenance

Please provide receipts and invoices for each expense.
Request must be approved by a Foundation representative or a MG Program team co-lead.