

Master Gardener Association

Purchase Request

To submit a request for purchase of a Master Gardener Association expense:

1. Fill in the required information
2. Get approval by Committee Chairman (only by President for Committee Chairs purchases)
3. Make purchase and submit **THE INVOICE/RECEIPT**.

Member Requesting Payment

Name _____
(Name of Member Requesting Payment) (Date Requested)

Name of Committee _____

Name of Committee Chairman _____

Description

Please provide a **DETAILED** description of the **item(s) or service** for which approval is being requested. If more than one item, explain separately.

Item	Description	Estimate	Actual

Approved by _____
(Name of Approving Authority) (Date Approved)

Make Check out to:

Business/ Individual's
Name _____ **Date** _____ **Total** _____
Mailing Address _____

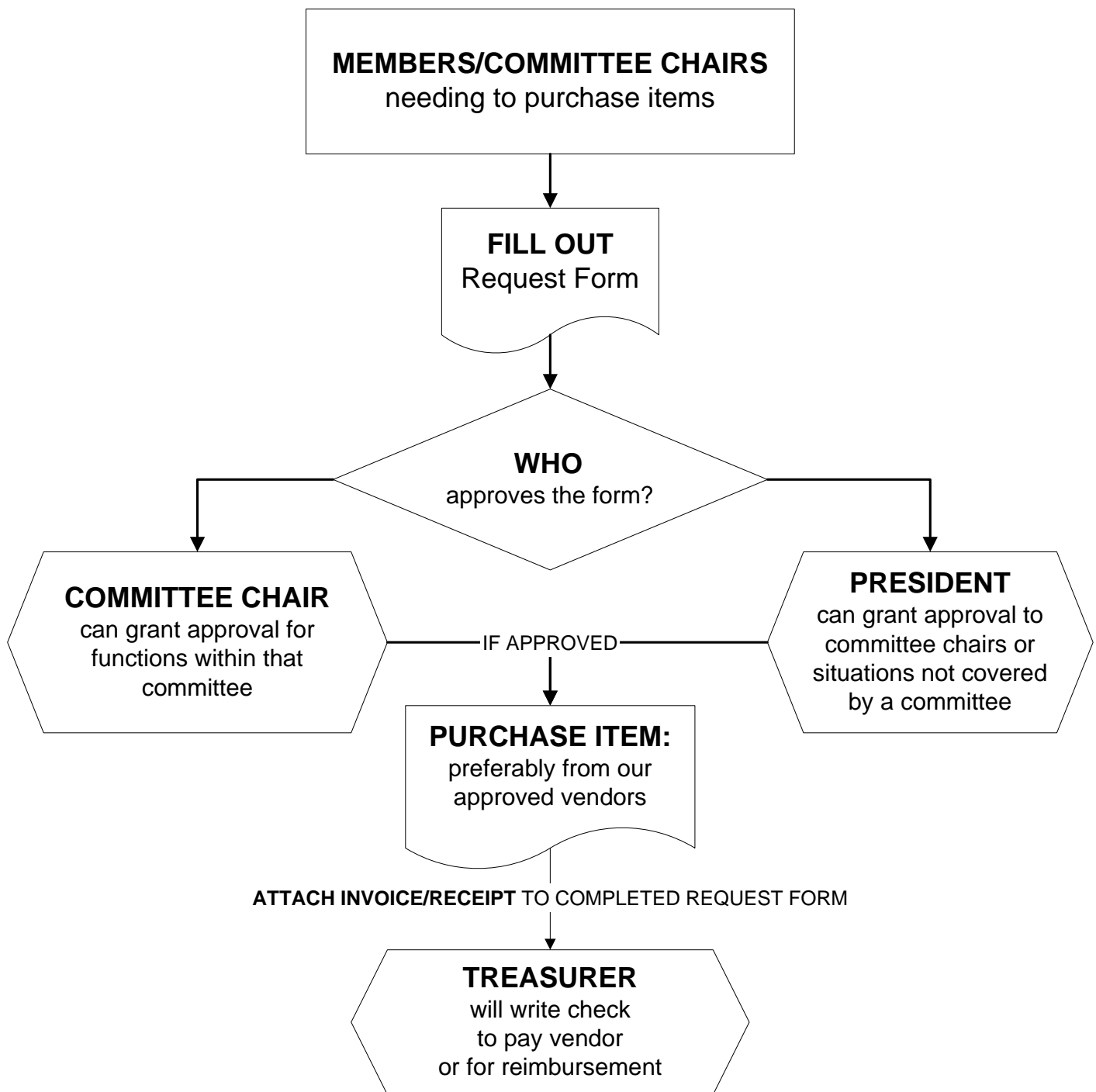
 _____ **FAX** _____

Contact Information

Association Records—Please do not write below this line (for office use only)

Date		Amount Paid		Signature		Check #	
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PAYMENT APPROVAL PROCESS



Success with this process depends upon you **planning ahead** and communicating with the Treasurer for payments to be made.