

**MASTER GARDENER FOUNDATION OF YAKIMA COUNTY
EXPENSE REIMBURSEMENT FORM**

Date of Request: _____

Amount: _____

Payable to: _____

Description: _____

Requested by: _____

Approval Signature: _____

For Treasurer Use Only:

Check No.: _____

Date Paid: _____

PROGRAM/TEAM			EXPENSE CATEGORY		
✓	No:	Description	Amount	No:	Description
Greenhouse			Plant Sale Direct Expenses		
	110	Annuals		5110	Plugs and plants
	120	Perennials		5120	Pots, trays, baskets
	130	Vegetables		5130	Soil and amendments
	140	Herbs		5140	Seeds
	150	Baskets		5160	Fertilizers and pest management
	160	Art			
	180	General overhead			
			Facilities and Equipment		
				6001	Repairs and maintenance
Demonstration and Food Gardens				6003	Equipment purchase
	400	Demostration Garden		6007	Utilities
	500	Heirloom Garden		6009	Security
	600	WV Food Garden		6010	Greenhouse supplies/materials
				6011	Rental expense
Clinic			General Expenses		
	801	Diagnostic		6103	Advertising and promotion
	802	Fair		6105	AV/Sound
	803	Farmers Market		6107	Banking charges and fees
Foundation				6109	Board expense
	200	MG Training		6111	Conference, conventions, meetings
	300	Youth		6113	Community involvement/ contributions
	700	Community Involvement		6115	Gatherings & awards ceremonies
	900	Foundation		6116	Gifts/awards/prizes
				6117	Insurance
Public Classes				6123	Licenses and permits
	941	Demo Garden Classes		6127	Outside contract services/speakers
	942	Speakers Bereau		6133	Postage, mailing service
	943	Spring Workshop		6135	Printing and copying
				6141	Program coordinator fees
Writers				6142	Scholarships
	951	Columbines		6143	Scrappbook/history
	952	Newsletters		6145	Subscriptions/memberships
				6146	Sunshine/memorials/appreciation
				6147	Supplies and materials
				6157	Telecommunications/website
				6160	Tours/field trips/classes
Receipt or Invoice must be attached.				6162	MG training and continuing education
Request must be signed by committee chair				6199	Miscellaneous expense