

SKAGIT COUNTY MASTER GARDENER FOUNDATION
P.O. Box 2801, Mount Vernon, WA 98273
www.SkagitMG.org

REIMBURSEMENT FORM

Budget Line Item Description	
Coordinator (Garden / Program)	
Person to be Reimbursed	
Address	

Total Budget for Year		Items in Budget? Y or N	
Expenditures to Date		Total Reimbursement \$	

- MG purchases should be submitted on a stand-alone receipt.
- Do NOT combine MG purchases and items for personal use.
- Use separate reimbursement forms for separate budget line items.
- If you have questions about how to complete this form, contact the Treasurer at Treasurer@skagitmg.org
- Forms are useful only if they are filled out. PLEASE complete as much of this form as you can.

Date	Where Purchased	Items (if receipt not itemized)	Amount

Please ATTACH receipt(s) to this form and mail to SCMGF TREASURER at P.O. Box address at top of page,
OR scan the form and receipts and send via email to Treasurer@skagitmg.org

If purchases are NOT in your budget, then:

- You will need to present a proposal for funding at the next SCMGF board meeting.
- You will need signature approval from the Board, the Treasurer, and/or the Garden Manager.
- Without these approvals, you will not be reimbursed.

Approval Signature (if request exceeds budget):			
Date:		Title:	

The SCMGF **MISSION**, in partnership with WSU Extension, is to support Skagit County home gardeners by promoting science-based gardening practices and education.

Skagit County Master Gardener Foundation (SCMGF) is a 501(c)(3) nonprofit organization.



Skagit County

Master Gardener Program

WASHINGTON STATE UNIVERSITY
EXTENSION

11768 Westar Lane, Suite A
Burlington, WA 98233
(360) 428-4270
www.extension.wsu.edu/skagit/mg/