

Yavapai County Master Gardener Association Purchase & Reimbursement Policy

1/23/2020

Yavapai County Master Gardeners serve in a volunteer capacity, receiving no remuneration for their educational activities and services. However, in executing their duties, Master Gardeners may need to expend personal monies from time to time, for which they may be reimbursed.

WHO MAY MAKE PURCHASES FOR THE MGA?

Associate, Certified, and Emeritus Master Gardeners may make purchases on behalf of the MGA at the direction or with prior approval of an MGA officer or Committee Chair.

Officers/Committee Chairs are charged with ensuring that purchases fall within their purview AND are in line with the approved budget, which is developed at the beginning of each calendar year and approved by the MGA membership.

HOW ARE PURCHASES MADE?

Master Gardeners determine the actual cost and best source of an item, obtain authorization and then make the purchase. Purchases for reimbursement are made with the member's personal cash, check or credit card. (Purchases for the MGA may also be made by a University of Arizona employee with a p-card, which is not addressed in this Policy.)

Receipts are required for all purchases and should contain only MGA items (no personal items).

HOW DO I RECEIVE REIMBURSEMENT?

1. Obtain an MGA Expense Reimbursement Request form from the Master Gardener Volunteer Documents website, from either of the Extension Offices, or from the Treasurer.
2. Drop off completed forms and receipts (preferably within one month of the expense being incurred) at one of the Extension Offices OR send them directly to the Treasurer via email or post. Copies/scans of receipts and forms are acceptable.
3. Reimbursement checks will be mailed within 7-10 days of receipt of completed forms/receipts. (You will be contacted if there are any questions or missing documentation.)

WHAT IF I DO NOT WANT TO BE REIMBURSED?

If you make a purchase for the MGA and don't want to be reimbursed, it is important to still submit the Expense Reimbursement Request form with the expense amount and a notation that it is a "Gift in Kind – No Reimbursement Requested" or submit the Gift in Kind form. We appreciate your donation but need to know the amount to determine our actual operating costs.

WHAT IS NOT ELIGIBLE FOR REIMBURSEMENT? (unless pre-approved by the Executive Board)

- Conference registration fees and costs
- Gas and food expenses incurred traveling to and from a meeting or volunteer event/activity or at the destination

MGA Expense Reimbursement Request

Use this form to submit expenses from up to two different sources (one box per source). E.g., purchases made at Costco and Staples would require the use of both boxes (if more than two sources, use an additional form). Please submit this form to the MGA Treasurer within one month of when expenses were incurred, along with your receipt(s) of MGA purchases only (no personal items on the receipt). **THANK YOU.**

Describe what was purchased and how it will be used. _____ _____	
Source _____	Amount _____
Purchase made on behalf of: _____ (Name of committee, name of project, or name of Executive Board member)	
Expense was:	
<input type="checkbox"/> Budgeted and is within 20% of budgeted amount OR	
<input type="checkbox"/> Was not budgeted but was approved by _____	

Describe what was purchased and how it will be used. _____ _____	
Source _____	Amount _____
Purchase made on behalf of: _____ (Name of committee, name of project, or name of Executive Board member)	
Expense was:	
<input type="checkbox"/> Budgeted and is within 20% of budgeted amount OR	
<input type="checkbox"/> Was not budgeted but was approved by _____	

Total Reimbursement Amount (from both boxes above): _____

Purchased by: _____ Date Submitted _____
(Print Name)

Mailing Address: _____

Contact info (in case of questions): Phone _____

e-mail address _____



Yavapai County Master Gardener Association

Gift in Kind Form

This form should be submitted when a Master Gardener does not seek reimbursement for materials purchased for Master Gardener Association related activities. The MGA appreciates your generosity; the form will aid in estimating future costs. Gifts in Kind are accepted with no restrictions. All Gifts in Kind remain the property of the Yavapai County Master Gardener Association.

Today's Date _____

Master Gardener (donor's) Name _____ Phone _____

Value of Gift in Kind \$ _____

Description of Gift in Kind

Purpose of Gift in Kind

Receipt enclosed (optional)

Please submit this form to the MGA Treasurer.