



**County 76 Master Gardeners  
REQUEST FOR REIMBURSEMENT OF FUNDS**

**SEND REIMBURSEMENT TO:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PURPOSE OF FUNDS (LIST EACH RECEIPT)**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL REFUND** \$ \_\_\_\_\_

**PROJECT/USE OF FUNDS** \_\_\_\_\_

**PROJECT CHAIRMAN SIGNATURE** \_\_\_\_\_

**SIGNATURE OF PERSON REQUESTING** \_\_\_\_\_

**DATE** \_\_\_\_\_

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Submit to: County 76 Treasurer – Debbie Atchison, 19 Realeza Court, Hot Springs Village, AR 71909

**Requirements:**

- Attach original receipts.
- Must have reimbursement form filled out and signed by the person requesting a check and the Project Chairman.
- Separate register receipt for items purchased (i.e. not on the same receipt with your personal purchases). Cashiers do not mind ringing up items separately.
- Do not put Scotch tape on the register receipts. It causes the numbers to ‘disappear’.
- Submit all reimbursement forms by December 1<sup>st</sup> if you want to be reimbursed (special circumstances may permit later date).

(Revised January 2020)