



**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 _____

Submit to: County 76 Treasurer – Debbie Howell, 9 Cardinal Drive, Conway, AR 72032

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 1st if you want to be reimbursed (special circumstances may permit later date).

(Revised January 2022)