

## DOUGLAS COUNTY MASTER GARDENERS

### *How to fill out Expenditure Authorization Form for reimbursement of authorized expenditures*

Background: The Expenditure Authorization Form (EAF) is used to request reimbursement from DCMG for expenditures that you have made on our organization's behalf. You should get approval by the Committee Chair/Head for the expenditure before you make any purchase. You must include receipts for any expenses you request reimbursement for.

#### Form Sections

CHECK #/DATE PAID	For treasurer use only
DATE/ISSUE CHECK TO:	Date your form is submitted and who the check should be issued to
Receipt Detail (VENDOR/CATEGORY/ITEM PURCHASED/AMOUNT)	For each receipt, the vendor name, expense category (see back of form), brief description of what was purchased, amount
COMMITTEE/CHAIR	The committee the expense should be charged against and the signature of the committee head/chair
Please check mark one: pick up at meeting OR mail (provide a self-addressed envelope)	<b>Two options here</b> – either pick up your reimbursement check at a meeting OR receive your reimbursement check through the mail. To receive your check through the mail, you must include a self-addressed envelope. Stamp is optional but saves the chapter the cost of the stamp.
Back of form	List of committee chairs/heads who can sign your EAF

#### Notes:

1. You can submit receipts for multiple categories on one form provided the committee chair/head is the same for all expenditures.

2. Checks will not be issued without documentation and signature of the committee chair/head.
3. Do not submit incomplete forms to the treasurer as this will delay processing of your request.
4. All requests for reimbursement for the calendar year budget period must be submitted no later than December 15<sup>th</sup> of the calendar year.
5. Legible copies of receipts are acceptable.
6. If you are requesting reimbursement for part of the items on a receipt, please mark those items clearly on the receipt and include the total paid for those items in the AMOUNT.
7. Your completed form and receipts can be turned in to the Treasurer at DCMG meetings, left in the Treasurer's Mail tray in the Plant Clinic, dropped in the locked drawer in the Plant Clinic, or mailed directly to the Treasurer at the address listed in the roster.