

DOUGLAS COUNTY MASTER GARDENERS

CHECK # _____

EXPENDITURE AUTHORIZATION FORM

DATE PAID _____
(office use)

DATE _____

ISSUE CHECK TO: _____

VENDOR	CATEGORY see reverse	ITEM PURCHASED/ BRIEF EXPLANATION	AMOUNT
		TOTAL	

COMMITTEE _____

CHAIR _____
signature

Please attach receipts, or other documents to back.

Checks will not be issued without documentation. Give this completed form to the Treasurer.

Please check mark one: _____ pick up at meeting
 _____ mail (provide a self addressed envelope)
 _____ DC Coop account
 _____ Zelle (phone/email) _____

Management & General Expense**Awards, Recognition, & Banquet**

Swinger Bars	Kay Livermore
Volunteer Recognition	
Master Gardener of the Year	
Conferences	President
Chapter Meetings	President
OMGA Travel	OMGA Rep

Scholarships

Mini-College	President
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Grants, Gifts & Scholarships

4-H Donations	President
Hallmark	Linda Thames
Officer Gifts, Misc.	President

Administration/Executive

Bank Charges	Treasurer
Supplies	Treasurer
Hospitality	Barbie Hamby
Liability Insurance	Treasurer
Newsletter Postage	B Courter & L. Grass
Postage	Treasurer
Print Checks Charges	Treasurer

PSP Expense

Cont Ed	Vice President
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MG Training Program

New Class Supplies	P Glasscock & G. Cettina
Speakers	Bonnie Courter

Clinic & Office

Markets – Roseburg	Sylvia Andino
Insects	Diana Woodward
Library	Chris Rusch
Plant Clinic & Office	Chris Rusch
Printed material	Chris Rusch
Soil Testing	G. Cettina & P. Glasscock
Website	Vicki McAlister

Community Outreach

Fair Booth	C. Rusch & S. Bordeaux
Outreach Material	Chris Rusch
Speakers Bureau	C. Chaplan & D. Schmack

Discovery Garden

Butterfly	Julie Stanbery
Capital	Julie Stanbery
Children	Sharon Hopkins
Compost/Biochar/Worms	N. Baily & B. Carson
Easy Access	Jeanie Owen
Kiosk – Donor Board	Julie Stanbery
Entry	Garry Gerlach
Herb	Geoff Puryear
Hummingbird	Tasha King
Iris Garden	A. Collins & S. Waite
Irrigation	Julie Stanbery
Japanese	Ernie Amabisca
Kiosk – Educational	Tasha King
Maintenance	Julie Stanbery
Mulch	Julie Stanbery
Orchard	Bruce Gravens
Ornamental	
Pavilion	Julie Stanbery
Perennial Border	Tasha King
Raised Beds	Elva Sellens
Rock Garden	Tasha King
Shade Garden	Julie Stanbery
Signage	Anne Bacon
Sun Garden	Sharon Bordeaux
Xeriscape	Geoff Puryear

HLC

Pump	Julie Stanbery
Equipment	Dave Hopkins

ES Greenhouse

ES Maintenance	Bruce Gravens
ES Supplies	Bruce Gravens

Garbage Dump Fee	Ken Hayes & Treasurer
Fire Extinguishers	Julie Stanbery
Maintenance	D. Hopkins & J. Stanbery
Orchard	Julie Stanbery
Signage	Ann Bacon
Toilet Supplies	Julie Stanbery
Tree Trimming	Julie Stanbery
Victory Garden	Carolyn Ruzicka

WS Greenhouse

WS Maintenance	Carol Bolt
WS Supplies	Carol Bolt

Special Events

Plant Sale	J Keeling/ K Seder
Advertising	“
Exhibit Bldg Costs	“
4-H Donation	“
Next Yr Seed	“
Next Yr Supplies	“
Plants	“
Supplies	“
Vendor Costs	“
Compost Tea	Elva Sellens
Trash to Treasures	Ann Severson
Bottle Drop	Treasurer
Blue Bags	Dawn Shumack

Propane

Treasurer

Utilities (Electrical /Water)

Treasurer