

Master Gardener County Depository Purchase Request

All expenditures must receive approval from project leader prior to making a purchase

PURCHASE APPROVAL:

Project / Committee Name: _____

Project / Committee Chair: _____

Treasurer Approval: _____ Date: _____

REQUESTED BY: _____ Date: _____

METHOD OF PURCHASE: Master Gardener Check
 Agent - Purchasing Credit Card In Office Order
(Amazon, Office Depot, etc.)

DESCRIPTION:

Items to be purchased: _____

Vendor: _____ Estimated cost: _____

Program / Event: _____ Date: _____

Educational Justification: _____

CHARGE TO:	<input type="checkbox"/>	Garden Gate Tour	<input type="checkbox"/>	Garden Gate Educational Event
	<input type="checkbox"/>	Program Committee	<input type="checkbox"/>	Awards
	<input type="checkbox"/>	Compost	<input type="checkbox"/>	Member Resource Guide
	<input type="checkbox"/>	Plant Labeling	<input type="checkbox"/>	Prairie Grove / Mock Park
	<input type="checkbox"/>	Community Outreach	<input type="checkbox"/>	Wash Co. Extension Grounds
	<input type="checkbox"/>	MG Fund - General	<input type="checkbox"/>	Wash Co. County Fair
	<input type="checkbox"/>	MG Training & Mentoring	<input type="checkbox"/>	MG Advanced Training

REIMBURSEMENT TO: Name: _____

Address: _____

Mail
 Pickup

OFFICE USE:

County Staff Chair Signature or UACES Official Signature

Date: _____

Rev: 4/26/2024

Purchasing Protocols for Master Gardeners

1. Give reasonable lead time to your purchase request, at least 3 weeks prior to actual purchase
2. Download and print a purchase request form from website, or pick up from CES office
3. Request and get approval and signature of Project/Committee chair PRIOR to purchasing
4. If item in an Amazon purchase or other online shopping, take a screen shot from your cart with cost, but do not proceed with purchase. Attach printed copy or email to your purchase request
5. Submit for to Colin, who will seek treasurer approval
6. After final approval, Colin will notify you that the purchase may proceed or to work with Extension Staff to complete the purchase
7. Arrange purchase via check, P-Card (Agent Only), or reimbursement.
 - a. If items are office supplies (notebooks, dividers, print/copy) request purchase through Colin Massey. These types of purchases incur savings through UA Division of Agriculture contracting
8. Submit reimbursement form, if applicable to Colin Massey with clean receipts*
 - a. Clean receipt means only the item being reimbursed is on the receipt. No personal items, alcohol, returns, or anything unrelated to the master gardener project. Receipts that are not clean cannot be reimbursed.
9. If a question arises, contact Colin Massey at 479.444.1755. Colin will maintain a log to document date requested, project/committee, items, amount, and approvals. Please indicate whether the reimbursement will be picked up or mailed.

Please select from the list below for coding your purchase request or approval contacts

2024 Projects	Chair/Treasurer	2024 Committees	Chair
Community Outreach	Tanya Collins	Awards	Jan Lefler
Compost Demonstration Site	Geri Alvis	Member Resource Guide	Jan Lefler
Prairie Grove Mock Park	Linda Morrow	MG Training & Mentoring	Alfi Anderson
Garden Gate Tour	Wanda Gore	Plant Labeling	Karen Hanna-Towne
Garden Gate Education	Wanda Gore	Program Committee	Alfi Anderson
Washington Co. Extension Grounds	Chuck & Donilyn Rutherford		
Washington County Fair	Doris Cassidy		