

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 is an Amazon purchase or other online shopping, take a screen shot from your cart with cost, but do not proceed with purchase. Email or attach printed copy to your purchase request
5. Submit for to Colin Massey, who will submit to MG treasurer for approval
6. After final approval, you will be notified that the purchase may proceed or to work with Extension Staff to complete the purchase. Purchases must be made withing 30 days of approval
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. 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 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		2024 Committees	
	Chair/Treasurer		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		
Treasurer	Marilyn Misenhimer	Assistant Treasurer	Julie Murray

Master Gardener County Depository Purchase Request

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

**Purchase must be made and receipt returned within 30 days of approval*

PURCHASE APPROVAL:

Project / Committee Name: _____

Project / Committee Chair: _____

Treasurer Approval: _____

Date: _____

REQUESTED BY:

Date: _____

METHOD OF PURCHASE:

Master Gardener
Agent - Purchasing Credit Card

Check
In Office Order

(Amazon, Office Depot, etc.)

DESCRIPTION:

Program/Event _____

Date: _____

Items to be purchased: _____

Vendor: _____

Estimated cost: _____

Receipt amount _____

Educational Justification: _____

CHARGE TO:

Garden Gate Tour
Program Committee
Compost
Plant Labeling
Community Outreach
MG Fund - General
MG Training & Mentoring

Garden Gate Educational Event
Awards
Member Resource Guide
Prairie Grove / Mock Park
Wash Co. Extension Grounds
Wash Co. County Fair
Other: _____

REIMBURSEMENT TO:

Name: _____

Address: _____

- Mail
 Pickup

Phone: _____

OFFICE USE:

County Staff Chair Signature or UACES Official Signature

Date: _____

Office Account: DS