

1. Request and get approval and signature of Project/Committee chair or Treasurer PRIOR to purchasing.
2. Give reasonable lead time to your purchase request, at least 3 weeks prior to actual purchase.
3. Download and print a purchase request form from website, or pick up from CES office.
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 form to Angie Crawford, Extension Admin, who will submit to MG treasurer for approval.
6. You will be notified that the purchase may proceed or 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 Angie Crawford 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. Angie 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.

2026 Projects	Chair/Treasurer	2026 Committees	Chair
Community Outreach	Kelly Chaney	Awards	Jan Lefler
Compost Demonstration Site	David Edwards	Member Resource Guide	Jan Lefler
Garden Gate Tour	Laura Underwood	MG Training & Mentoring	Patsy Louk
Garden Gate Education	Laura Underwood	Plant Labeling	Karen Hanna-Towne
Washington Co. Extension Grounds	Chuck & Donilyn Rutherford	Program Committee	Pam Butler
Washington County Fair	Doris Cassidy		
Treasurer	Julie Murray	Assistant Treasurer	Caleb Eriks Israel

MUST BE COMPLETED BEFORE PURCHASE; RECEIPTS BROUGHT IN WITHOUT PRIOR APPROVAL WILL BE DECLINED

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
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

Rev: 8/9/2024