

Bexar County Master Gardeners

SUBJECT: F-5 – Reimbursement for Program Supplies

POLICY:

The Bexar County Master Gardeners (BCMG) will reimburse BCMG member(s) for program expenses incurred in furthering the mission of the Bexar County Master Gardeners. In all instances, every effort should be made to obtain and present a Texas Sales Tax Exempt form at the time of purchase.

PROCEDURE:

The intent to expend funds for supplies must be approved in advance by the President, Vice President or Secretary in writing or electronically.

A Reimbursement Request Form must be submitted within 30 days of purchase with invoice or receipts for all expenses. Requests for reimbursement will not be paid after 30 days unless there are extenuating circumstances. The reimbursement form must be approved and signed by the President, Vice President, and/or Secretary before payment is made. Payment may be in the form of a check or electronic payment.

Any supplies remaining after the event will be turned in to the BCMG office for future use in other programs.

RATIONALE:

This policy recognizes that Bexar County Master Gardeners occasionally incur expenses while serving as volunteers for our organization. It also recognizes that a prompt request for reimbursement is needed to provide for timely bookkeeping procedures.

DATE APPROVED: 9 September 2021

DATE REVIEWED: