



County 76 Master Gardeners

REQUEST FOR REIMBURSEMENT OF FUNDS

Send Reimbursement to:

Name _____

Address _____

City _____ State _____ Zip _____

Purpose of Funds (List each receipt)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Refund	\$ _____

Project / Use of Funds _____

Project Chairman Signature _____

Signature of Person Requesting _____

Date _____

Submit to: County 76 Treasurer – Ouida Wright, 1170 Wingfield, Conway, AR 72032

Requirements:

- Attach original receipts.
- Must have reimbursement form filled out and signed by the person requesting a check and the Project Chairman.
- Separate register receipt for items purchased (i.e. not on the same receipt with your personal purchases). Cashiers do not mind ringing up items separately.
- Do not put Scotch tape on the register receipts. It causes the numbers to ‘disappear’.
- Submit all reimbursements forms by December 1st if you want to be reimbursed (special circumstances may permit later date).

(Revised January 2019)