

Big Country Master Gardener Association
 1982 Lytle Way
 Abilene, TX 79602

Reimbursement/Check Request

Payable To:	
Name:	
Address:	
Deliver by: Circle 1	Mail
	Will Pick Up

Date of Expenses	Description/Purpose of Expense	Committee Number	Account	Amount
Please provide receipts for all transactions.			Total:	

I hereby certify that the above expense statement is correct and that these expenses were incurred while on official business of the Big Country Master Gardener Association.

Signature: _____ Date: _____

I verify the expenses requested are approved and sufficiently funded in said Category budget.

Committee/Treasurer Signature: _____ Date: _____

Cost Allocation (For Treasurer Use Only)

Date Paid	Check Number:	Paid By:

* See back of form for Committee and Account Item Listings

Example: Committee 10, Account 1 = Awards, End of Year Stones/Engraving

Awards

- 10 10-1 End of Year Stones/Engraving
- 10-3 Busy Bee
- 10-4 You Rock
- 10-6 Plaque Engraving

Executive Committee

- 20 20-1 Memorials
- 20-2 Insurance – Liability
- 20-3 Supplies
- 20-6 Postage, Mailing Service
- 20-7 Texas Sales Tax
- 20-10 Subscriptions – Mail Chimp
- 20-11 Subscriptions – Survey Monkey
- 20-12 Facilitation - Zoom
- 20-13 4-H Leadership Scholarship
- 20-14 Mini Grants

Hospitality

- 25 25-7 Events & Projects – Food and Beverage
- 25-8 Business Meetings – Supplies

JMG

- 30 30-1 Thomas Elementary
- 30-10 Future Projects – TBD

MG Intern Training

- 45 45-1 Intern Training
- 45-2 Intern Class – Supplies and Materials
- 45-3 Intern Class – Food & Beverage

Plant Sale

- 50 50-1 Floral License
- 50-2 Spring Plant Sale
- 50-2-1 Building Rent – Spring
- 50-2-2 Supplies & Materials – Spring
- 50-2-3 Plants – Spring
- 50-2-4 Travel – Fuel – Spring
- 50-2-5 Cash Advance – Spring
- 50-2-6 Volunteer Food – Spring
- 50-2-7 Marketing – Spring
- 50-2-8 Sales Tax – Spring
- 50-2-9 Square Fee – Spring
- 50-3 Fall Plant Sale
- 50-3-1 Building Rent – Fall
- 50-3-2 Supplies & Materials – Fall
- 50-3-3 Plants – Fall
- 50-3-4 Travel – Fuel – Fall
- 50-3-5 Cash Advance – Fall
- 50-3-6 Volunteer Food – Fall
- 50-3-7 Marketing – Fall
- 50-3-75 Sales Tax – Fall
- 50-2-8 Square Fee – Fall

Programs

- 55 55-3 Speakers/Intern Training Honorariums

Projects

- 60 60-1 Hope Garden
- 60-3 Insect ID
- 60-6 Swenson House
- 60-8 Future Projects – TBD
- 60-11 Demo Gardens/Ext Office
- 60-12 Community Projects
- 60-13 Demo Gardens/Modern Living
- 60-14 Seed Saver Program
- 60-15 Expo Planters
- 60-16 WASP Museum
- 60-17 Sweetwater Community Gardens
- 60-18 Zoo

Property Real

- 65 65-1-3 Rent
- 65-1-4 Utilities
- 65.1.5 Storage Building, Gutters, Rain Barrels
- 65.1.6 Hardscape Materials
- 65.1.7 Plants
- 65.1.8 Tools
- 65.1.10 Greenhouse/Shade house

Recurring Special Events

- 70 70-4 Farm & Ranch Show
- 70-5 Food & Fiber Day
- 70-7 Wings on the Wind
- 70-8 Kids, Kows and More
- 70-9 Swenson House

Resources

- 75 75-1 Equip Rental & Maint
- 75-2 Office Equipment
- 7-3 Garden Tools
- 75-4 Trailer Equipment
- 75-5 Annual Website Domain Name
- 75-6 Web Development
- 75-7 Annual Website Hosting Fee
- 75-8 Photo Purchase Fee
- 75-9 Annual Prof Update Fee
- 75-10 Rain Barrel Supplies
- 75-11 Trailer Registration
- 75-12 Replacement Trailer

Specialist Training

- 80 80-1 Specialist Training
- 80-2 Propagation Class
- 80-3 Public Education/Special Workshops
- 80-4 Door Prize – Public
- 80-5 Refreshments – Public
- 80-6 Marketing – Public

Greenhouse

- 90 90-1 Greenhouse
- 90-2 Seeds/Plants
- 90-3 Potting Soil
- 90-4 Greenhouse Growing Supplies