

Washington County Master Gardeners Association 2019 Check Request

Date: _____

Amount: \$ _____

Payable to: _____

Address: _____

Board of Directors

Bonding & Ins.	
Contingency Fund	
Supplies	
Travel	

Chapter outreach

Study Group	
Speakers	
Wash. Co. Fair program	
LAT Training Scholarships	

Demo Gardens

Learning Garden	
Education Garden - GF	
Fairplex DG	

Metro MG Support

Gardening Speakers Guild	
MG Recertification Training	
MG Training Class Rent/supplies	
Oregon IPM Website	
PNW Handbooks & Clinic Supplies	
MG Training Class Fellowships	
MG Training Class Scholarships	
Technology & Hardware	

Expenditures from Restricted Funds

Individual donor-directed contributions	
Metropolitan Garden Club of Portland	
Tualatin Soil & Water CD	
MCMGA Grant	

Please get reimbursement approval before sending request to the Treasurer.

Requests for approval via email must have receipts attached.

Fundraiser Expense

Book Sales Exp	
Loupe Sales Exp.	
New Initiatives Exp	

Membership Expense

Awards & recognition	
Field Trips	
Hospitality Exp	
Chapter Meeting Rental	
OMGA Dues	

Publicity

Website	
Photo Library	
Fundraising	
Publicity	

Description of Purchase: _____

Approved by: _____ Committee Chair

Email approval is acceptable, but Treasurer must have it prior to issuing check.

Date paid: _____ Check # _____ Treasurer: _____

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