

St. Croix Valley  
Master Gardeners Association  
Pierce & St. Croix Counties Wisconsin



## REQUEST FOR PAYMENT

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For:

\_\_\_\_\_

Amount: \$ \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Invoice/Receipt Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_

Prior to December 1<sup>st</sup> mail or email to: Peg Wastell  
611 Laurel Drive  
New Richmond, WI 54017

REIMBURSEMENT POLICY, as of March, 2019: All requests require signed Request for Payment with a receipt for the Board Treasurer. No pre-approval required for state membership dues, speaker fees, grant distributions, or meeting site rentals.

- Less than \$100 requires Treasurer approval
- \$101 to \$500 requires Treasurer and Board Member – President or Vice President’s approval
- \$501 and more requires Board of Director’s pre-approval prior to purchase

Updated 01/05/2020