

# SouthEast Wisconsin Master Gardeners Inc.

## FUNDS REQUEST [CIRCLE ONE]

SEE INSTRUCTIONS ON BACK

GRANT	INITIAL FUNDING	EXPENDITURE	REIMBURSEMENT
-------	-----------------	-------------	---------------

SEND TO: SEWMG  
WILLIAM BAUMGARTEN, TREASURER  
3750 NORTH 50 STREET  
MILWAUKEE WI 5326

MAKE CHECK PAYABLE TO:  
[name and address]

Total Amount Requested  
\$

LIST EACH ITEM, WHERE USED and COST  
[ATTACH ADDITIONAL SHEETS IF REQUIRED]

SUBMITTED BY:

COMMITTEE CHAIRPERSON APPROVAL:

FOR TREASURER'S USE ONLY

ACCOUNT:

AMOUNT PAID \$

# CHECK NUMBER

## Funds Request Form Instructions

All request for funds must be submitted on a Funds Request Form. There are 4 types of request.

1. **Grant Request.** This is for special projects or other non-recurring events such as the purchase of equipment. Complete the List Each Item section the form providing a detailed reason for the request, the name of the individual responsible for the project and the cost. Attach additional sheets as needed. Sign the form in the Submitted by section and submit the form to the Treasurer will review it for compliance with sewmg bylaws, availability of funds and submit it to the Grant Committee.

**Initial Funding.** This is for a recurring event such as a new garden. Complete the List Each Item section the form, providing a detailed reason for the request, the name of the individual responsible for the project the cost for the initial startup and the estimated annual cost.. Attach additional sheets as needed. Sign the form in the Submitted by section and submit the form to the Treasurer.

3. **Expenditures.** This is for direct payment to a vendor . All items on the form must be completed. The Invoice or order request, in duplicate must be attached to the form. The chairperson must approve the form prior to submission to the Treasurer. The treasurer will submit the order with a check directly to the vendor.

4. **Reimbursement.** This is for reimbursement of funds or other out of pocket expenses, spent on behalf of sewmg. All items on the form must be completed. Under the section List Each Item, a detailed list of the expenditures, where the items are being used and the cost for each item must be listed. If several like items have been purchased and are used in the same location a single entry is acceptable. Eg: 7 various packs of flowers for a garden. Attach additional sheets if necessary. The original legible cash register receipt(s) must be attached to the form. When purchasing items for sewmg, it is preferred that a separate cash register receipt or sales slip be obtained. After completing the form, the chairperson must approve the form and then it should be submitted to the treasurer for review and reimbursement.

---

SEWMG is exempt from sales tax. You should obtain a sales tax exemption certificate prior to purchasing. Copies of the exemption certificate are available at the extension office. If you can not obtain a copy of the exemption certificate contact the Treasurer [414] 445-1931. By providing the form to the vendor your purchase should be tax free.