



**Sandoval County Master Gardeners
Check Request Form**

Process:

1. Get authorization from the SCMG Board prior to making the purchase.
2. Purchase designated item(s)
3. Complete this form, attach receipt(s), and mail to:
Sandoval County Master Gardeners
P.O. Box 400
Bernalillo, New Mexico 87004

Note: All Reimbursement checks are issued per SCMG Policy. Once signatures are obtained, reimbursement checks will be mailed to the address you provide below.

(Please type or print)

Name: _____

Address: _____

City/State/Zip: _____

Phone (daytime): _____

Project Name: _____

Expense to: _____

Authorized Expenditure? Yes No

	Item	Reason	Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Reimbursement Total			

Signature: _____ Date: _____