

## COMMITTEE INFORMATION FOR TREASURY AND RECORD KEEPING

1. Before making any purchase, be sure the item is approved by your committee chair (the Boss).
2. Before you submit the Payment Request Form, you must consult with the money manager of the committee to make sure there are enough budgets funds to cover the expense. If there are not, the amount must be approved by the President, or if over \$100, by the BOD.
3. Sales Tax is not reimbursed. MGs need to download the tax-exempt form from our website if the MGOC, Inc. does not have a tax-exempt status with the merchant. (See "Sales Tax Exemption Form" under "Master Gardener Useful Documents" under "Master Gardeners Only.")
4. All Payment Request Forms must be accompanied by the original detailed receipt(s), reviewed and signed by the Money Manager.
5. Items purchased from a vendor for which we maintain an account are direct billed to MGOC, Inc. Examples: Griffin Greenhouse Supplies, Kube-Pak, Harris seeds, Trolley Tours.
6. We have accounts set up with merchants that are frequently visited for committee-related supplies. Example: Home Depot, Lowes, and Staples. We also have accounts at individual Walmart stores, so it's possible that your local Walmart doesn't have one. (See #7 below)
7. A committee who wishes to set up an account with a merchant not already in the system must have the treasurer set up an account so that tax free status can be used.
8. Large ticket items without an account should be ordered and paid for by MGOC, Inc. check. However, if an MG uses a personal credit card or personal check, both an invoice and a copy of a paid receipt(s) must be attached to the Payment Request Form. (Highlight area of a credit card statement showing item was paid).
9. All Money Managers should maintain a committee expense sheet for their own bookkeeping purposes. This helps in tracking the budget and planning for expenses. The expense sheet is not submitted to the treasurer.
10. Neither donations made to a specific committee nor any income from sales are added to a the committee's budget; these are part of the overall yearly budget.

*MGOC, Inc. Is a non-profit 501(c)3 charitable organization. We are registered as state and federal tax-exempt through the Office of Consumer Protection.*