



James City County/
Williamsburg Master Gardener Association

Request for Payment or Reimbursement

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|---------------------------------------|------------|
| Person initiating this request: | |
| Date of Request: | Amount \$: |
| Budget line (name or number): | |
| Project/Committee: | |
| Describe items or services: | |
| Signature of Project/Committee Chair: | |

All Reimbursement requests must be approved by the Project/Committee Chair, by accompanying signature or e-mail.

Mark ONE of the following options:

Invoice will be sent to the Treasurer by the vendor. Payments should be made to the vendor. All goods or services have already been performed/received.

Approved invoice is attached. All goods or services have already been performer/received. Payment should be made to the vendor.

Receipt or paid invoice is attached. All goods or services have already been performed/received. Reimbursement should be made to the following:

Reimbursement checks will be mailed to you if requested: please indicate your address below if you wish them to be mailed.

If there are any questions, please contact Bob Winther (Treasurer, JCC/WMGA 2011-2013) email mgtreasurer@aol.com or tel (757) 293-8172.

Forms should be mailed to Bob Winther, 4751 Regents Park, Williamsburg VA 23188