

**LEE COUNTY MASTER GARDENERS ASSOCIATION
PAYMENT/REIMBURSEMENT REQUEST FORM**

Debbie Murphy, Treasurer
6655 Lee Road 252
Opelika, AL 36804-2600
850-240-2632

DATE: _____

BUDGET LINE ITEM: _____

CHAIRPERSON: _____ DATE AUTHORIZED BY CHAIRPERSON: _____

TYPE OF PURCHASE; _____

REASON FOR PURCHASE: _____

TOTAL AMOUNT OF CHECK: \$ _____

CHECK MADE PAYABLE TO: _____

ADDRESS: _____

PLEASE MAIL CHECK (ABOVE ADDRESS)

I WILL PICK UP CHECK

*******NOTE: PLEASE ATTACH ALL INVOICES/RECEIPTS**

COMMENTS: _____

SIGNATURE OF REQUESTOR: _____

FOR TREASURER:

DATE PAID: _____

CHECK # _____