



University of Wisconsin-Extension
 SouthEast Wisconsin Master Gardeners

FUNDS REQUEST

Please submit requests as soon as possible after purchase up to September 1. Expenses incurred after September 1 should be submitted immediately so that the Finance Committee has the information by November 1 for budget purposes. Expenses in November and December can still be applied to the current year's budget but should only be for items needed in the current year.

Pay to Vendor

Reimbursement

Pay to:					
Address:					
City:		State:		Zip:	
SUBMITTED BY					
Name:				Date:	
Phone:		Email:			
Garden or Project Name:					
Chairperson Sign & Print Name:					
LIST EXPENSES AND INCLUDE ORIGINAL RECEIPTS					AMOUNT
					\$
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL DUE:					\$

SUBMIT COMPLETED REQUEST TO: Pat Conole, Treasurer SEWMG, Inc. 3601 West Marseilles Drive Mequon, WI 53092	Treasurer Use Only	
	Check Amount:	\$
	Check Number:	
	Check Issued:	