Boonslick Area Master Gardeners

Request for Reimbursement

Please complete the below form and attach your sales receipt to the form. Reimbursement requests should be submitted by the 20th of the month to:

University of Missouri Extension -- Cooper County
510 Jackson Road – Suite A
Boonville, MO  65233

Please use Extension tax exempt number.

If you have any questions or need the tax exempt number please contact Darlene Kraus at 660-882-5661 or e-mail: krausd@missouri.edu.

Date of Request: ________________________________________________

Name: _______________________________________________________
(Please Print)

Address: ___________________________________________________
Street  City  Zip

Phone Number: (___) ____________________  (___) ____________________
Day  Evening

E-Mail: _______________________________________________________

Item(s) Purchased:  Item(s) Cost:

1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________
4. ___________________________________________________________
5. ___________________________________________________________

Expense is to be paid with: (Check One)

_____ General Master Gardener Funds  OR  _____ Children’s Learning Garden Funds

Purpose of Purchase (i.e. day, event activity): ______________________________

Total Reimbursement Requested: ________  Signature: __________________________

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