

**DISBURSEMENT OF FUNDS REQUEST FORM FOR 2023**  
**DANVILLE MASTER GARDENER ASSOCIATION**  
**DANVILLE, VA**

**Instructions for Receiving Disbursement**

1. Ensure purchase has been approved.
2. Make purchase ensuring receipt includes only the items to be reimbursed (no items for personal use can be on the purchase receipt)
3. Complete this form.
4. Submit this form and the purchase receipt, invoice and/or other documentation to the DMGA Treasurer in person or by mail:

Keller Adcock, Treasurer  
c/o Danville Master Gardener Association  
268 West Main Street  
Danville, VA 24541

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| <b>Purpose of purchase:</b>  |
| <b>Item(s) purchased:</b>  |
| <b>Person to whom check should be addressed:</b>   |
| <b>Amount to be disbursed:</b>   |
| <b>Purchaser's Name:</b>   |
| <b>Purchaser's Signature:</b>  |
| <b>Purchaser's Address:</b>  |
| <b>Phone number:</b>   |
| <b>Email address:</b>  |
| <input type="checkbox"/> I can wait until the next monthly meeting for reimbursement. <input type="checkbox"/> I need reimbursed ASAP. |

*December 2022 version*