

REIMBURSEMENT PROCEDURES

Rosedale Community Garden

If you have Rosedale garden related expenses and wish reimbursement, please read and follow:

1. Get approval from the garden leaders before spending your money.
2. Leave an envelope with the receipt and information below. Address the envelope "Jackie" and leave this on the shelf in the center shed or give the envelope directly to Jackie.
 - Include a note with what the expense is for, first and last name to whom a check is written, and mailing address for the check.
 - If you do not have a receipt please talk with Jackie.
3. All reimbursement requests should be submitted promptly. All reimbursement requests **must be submitted by November 1, 2017** to receive payment for 2017.

N.B. The "accounting department" will be on break from November, 2017 until February, 2018. Any expenses not submitted by the November date will not be addressed until after February 1, 2018.