

North Dakota Junior Master Gardener Program Reimbursement Guidelines for NDSU Personnel

The North Dakota State University Extension is committed to helping you move forward with your project. We will offer reimbursement of costs in the award amount as determined by the award committee.

REIMBURSABLE EXPENSES

- Examples include items such as gardening supplies (hand tools, topsoil, compost, transplants, seeds, trees, pots, etc.), rental of tillers or other gardening equipment, gardening books, craft supplies and other educational supplies.
- Any equipment that is purchased for the Junior Master Gardener Program is for program activities only. Any private use is forbidden.

PROHIBITED EXPENSES

- No individual item over \$100 may be purchased without prior approval. This includes items such as tillers, wheelbarrows, and kits for raised beds, aeroponics and hydroponics. The only exception is for soil and soil amendments.
- Funds cannot be used for food, transportation, gas or labor/hourly pay for workers.

LARGE EXPENSES

- Any individual item that exceeds \$100 requires prior approval with the exception of soil or soil amendments.
- Equipment with a cost/value over \$100 may need to be assigned an inventory number and documented annually.

ACCEPTABLE RECEIPTS

- We need **actual** receipts, not photocopies.
- Every receipt must note the:
 - ✓ Store name.
 - ✓ Date of purchase.

- ✓ Specific items being purchased. General terms on receipts such as “Supplies,” “Electrical” or “Grocery” are **not acceptable**. List the actual gardening items, for example, annual flowers, gloves, hoes or shrubs.
- ✓ Specific cost of each item.
- ✓ Handwritten receipts from a store may be acceptable, but they require the signature of a store employee and a phone number.
- ✓ Purchases cannot be made with rebate cards.
- ✓ Receipts should include items only used for the JMG project and not include non-project personal items.

Any expenses you are considering that might fall outside these guidelines will require prior approval. Please consult Tom Kalb regarding these expenses.

SUBMITTING RECEIPTS

In order to expedite your Junior Master Gardening reimbursements, we ask that you keep the following things in mind:

- Please submit your expenses as soon as possible. Early submission will lead to expedited reimbursement.
- Reimbursements typically take four weeks to process.
- **All receipts must be mailed by June 5, 2023. Receipts mailed after this time might not be honored.**
- Send all of your receipts in a **single request** for reimbursement.
- The person being reimbursed needs to provide an employee ID, address and phone number.
- A W-9 form needs to be filled out by those who have never been reimbursed by NDSU before.
- Send your request for reimbursement to:
Tom Kalb
NDSU Extension
2718 Gateway Ave., Suite 304
Bismarck, ND 58503

If you are a county Extension agent and purchased materials locally using methods such as using a county purchasing card or billing through your county auditor, we will reimburse your office or your county auditor accordingly.

If you have any questions, please contact Tom Kalb (tom.kalb@ndsu.edu); 701.328.9722.

January 20, 2023