



Master Gardener Foundation of Chelan-Douglas Counties

Credit Card Procedure

Credit Card Limit: The current credit limit is \$2,000.00.

Custody of Credit Card: This card is located in the Program Coordinator's Office.

Intended Users: Garden and event leads may use the credit card in lieu of purchasing budget items on their own credit cards and seeking reimbursement.

Approval for Use: The Treasurer must be contacted for approval to use the card.

Receipts: It is required that all receipts from transactions be forwarded to the Treasurer in a timely manner via email attachment or via mail to the Foundation P.O. Box 2211, Wenatchee, WA 98807-2211.