

## **Purchasing Policy**

The Hendricks County Extension Master Gardeners maintains a 501(c)(3) not for profit status and a sales tax exemption from the State of Indiana. Consistent with this status it is prudent for HCMG to avoid paying sales tax whenever possible and practicable.

HCMG maintains tax exemption certificates on file with several preferred vendors; members wishing to make a purchase for HCMG should check with the Treasurer for a current list of preferred vendors and purchasing instructions. For vendors not on the preferred vendor list, check with the vendor's customer service to find out their policy and contact the Treasurer for any needed documentation.

A HCMG member who makes a purchase and seeks reimbursement shall complete a Reimbursement Request available from the website and submit the Reimbursement Request along with copies of all receipts to the Treasurer. If a purchase for a project, the reimbursement must be approved by the committee chair prior to submittal. Sales tax may be reimbursed only in cases approved by the President or Treasurer prior to making the purchase.

Any printing which uses the Purdue Extension Logo must be done by a Purdue approved printer. A list of Purdue approved printers may be obtained from the Extension Office.

Any purchased item or material that is reimbursed by HCMG becomes the property of the Hendricks County Extension Master Gardeners.

Approved by HCMG Board: February 15, 2023