



2023 UC Master Gardeners Napa County

2023-2024 Purchasing Procedures

For ALL Program Purchasing:

- a. Project Lead, with the approval of the Treasurer and Program Coordinator* completes the [Project Lead Purchase Request form](#), with all required detail.
- b. Front Office Staff is automatically notified and makes the purchase using issued Purchase Card, or other departmental purchasing methods.
- c. Front Office Staff will notify purchaser of package arrival.

***Purchasing Approval Process:**

- a. Committees present itemized yearly budget request with specific purchases required for programming.
- b. Officers, Treasurer and Volunteer Coordinator review and approve budgets.
- c. Treasurer passes on copies of Budget Requests to Staff Analyst to inform Office Staff of acceptable supply purchases.
- d. Project Chairs enter in project purchasing requests a minimum of 1 month before needed, using the above Purchasing procedures.

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- **Non-budgeted Items, purchased without prior approval will be rejected.**
 - Out of Pocket Spending/Reimbursement is no longer accepted per Department Fiscal Policy.
 - Emergency exceptions may be authorized at the discretion of the County Director and Volunteer Coordinator. Appropriate documentation is required for processing.
 - If you do purchase something and want to donate it, you must complete an in-kind donation form before you may use it for UC MG program events.
Please use this Form for your donation <https://ucanr.edu/sites/anrstaff/files/326915.pdf>