

Belfast Garden Club

Purchases Guidelines to Use the Sales Tax Exemption

To make purchases please follow these guidelines:

- Get approval for your purchases from your head gardener
- Email Nat (bgcmaintreasurer@gmail.com) and Ruth (ruthgelsinger@gmail.com) these details: garden name, where purchased, date, amount, and who authorized the purchase.
- Retain your receipt and give it to your head gardener. Head gardener will give all receipts to Nat and/or Ruth

How to purchase at:

HOLMES GREENHOUSE Provide cashier with BGC Account #684

AUBUCHON Provide cashier with this # 207-329-9090.

Make purchases at the nursery cashier only.

HAMMOND Provide cashier with your name and BGC

Account #1304640

For purchases under \$100 at **OTHER NURSERIES**

Use the reimbursement form (you purchase with your own money, get reimbursed as before, the tax exemption is not used).

For purchases \$100 or more at **OTHER NURSERIES**

Request the tax exemption paperwork needed from Nat or Ruth (purchase order and tax exemption document).