

Purchasing Policy: Any Garden Steward or Volunteer wishing to purchase goods or services for the garden must follow this procedure as approved by the WBG Board of Directors:

1. Complete the form on page 2. All fields are required. ([Click here to submit online.](#))
2. Whenever possible, use one of the Garden's approved vendors.
3. Submit the form for review by the WBG Treasurer, who will determine if the requested purchase is within budget and otherwise appropriate. If both criteria are met, the purchase will be approved, and arrangements will be made to make the purchase with Garden funds. If both criteria are not met, the reviewing Board member may deny the request, modify and approve the request, ask for more information, or submit the request to the entire Board. The Treasurer and Board will act on all purchase requests as quickly as possible.
4. Approved purchases for the Garden must be made with the Garden's funds (i.e., check or debit card) in order to qualify for tax-exemption. Any purchase made with personal funds will not qualify as tax-exempt.

The Board has identified the following areas of the Garden for which goods or services may be required to be purchased and has also established a budget for each:

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| (A) Pedestrian gate, entrance courtyard, kiosk | (I) Shrub border |
| (B) Pollinator palace, shed, potting bench, plant sale display | (J) Herb garden |
| (C) Bulb/shade garden | (K) Monarch Way Station, butterfly meadow |
| (D) Demonstration gardens | (L) Calcareous ravine |
| (E) Therapeutic garden | (M) Native plant areas |
| (F) Raised beds | (N) Native grasses garden |
| (G) Iris garden | (O) Woods |
| (H) Rock/Succulent garden | (P) Ornamental pots (main patio) |
| | (Q) Bird feeders |
| | (Z) Other |

Purchase Request Form – all fields are required

Requestor's Name:	Request Date:
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Email Address:

Phone:	Date Needed:
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Garden Area:

Item(s) to be purchased:

Vendor(s):

Purpose or use of the goods or services to be purchased:

Cost:	Actual or Estimate?
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Total budget:	Budget remaining after purchase (if approved):
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Requestor's Signature:

Approved by:	Approval Date:
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