



ALACHUA 4-H

Memo # _____

Type of Request: ___ Check Request ___ Purchase Request

Payable To/Place of Purchase: _____

Description of Expense: _____

(Include Purpose) _____

Account being paid from: _____

Amount of Purchase: _____

Leader Signature: _____

Treasurer Signature: _____

By signing this you are agreeing that this amount has been approved by club officers and leaders and is recorded in the club financial records. This form can also be submitted via email with a club leader and the club treasurer CC'd as an alternative to physical signatures.

Date of Submission: _____

Office Use:

Date of Purchase/Check: _____

Type of Payment: Debit Card Check Check # _____