



ALACHUA 4-H

Use this for reimbursements or for invoices that need to be paid by check

Memo # Office Use

Type of Request:

___ Check Request	___ Purchase Request
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Use this if you are requesting that I order something from a website for you

Payable To/Place of Purchase: Who am I writing the check to OR where am I ordering from?

Description of Expense: What did you buy OR what am I buying AND what is the purpose of the purchase/expense for your club? This is the WHAT and WHY

Account being paid from: Probably your 4-H club unless you are acting on behalf of another account like the Dallas Osborne Scholarship, for example

Amount of Purchase: How much did you spend/how much will I spend?

Leader Signature: One club leader should sign AND/OR be CC'd on the email submission

Treasurer Signature: Club treasurer should sign AND/OR be CC'd on the email submission

***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: When are you turning this in to the 4-H Office?

Office Use: **I'll use these sections below for in-office bookkeeping; leave blank**

Date of Purchase/Check: \_\_\_\_\_

Type of Payment:       Debit Card       Check      Check # \_\_\_\_\_