Please complete this form in its entirety and submit it to the Extension Office at least 5 business days prior to needing check. Once the check request form is received, a check will be written within 5 business days.

Please attach all receipts to this form. (A receipt is required for all purchases on the 4-H Account.)

Name of Club: ________________________________________________

Date check needed: ____________________________________________

Make check payable to: ________________________________________

Purpose of check: ____________________________________________

List receipts separately: ____________________________

____________________

____________________

Total amount of check request: $______________

Club Leader’s Signature: __________________________ Date: _________

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Office use only

Date request received: __________

Check number: __________ Date check written: __________