4-H Club CHECK REQUEST Form

PLEASE NOTE:
1.) All check requests must have Club Leader’s Approval (signature)  2.) Please allow 2 working business days to process your check request – however checks cannot be written until approved by the County Extension Director and 4-H Agent.

CLUB NAME: ____________________________ Leader Signature: ____________________________

FUNDs TO BE TAKEN FROM - (CLUB NAME or line item): ___________________________________

Amount Requested: $_________________ Date submitted: ________________

Make Check Payable to: ________________________________________________

Reimbursement or Purchase reason: ________________________________________________________________________________________________
__________________________________________________________________________________________________________________________

Check should be: MAILED or PICKED UP (circle one)

Mailing address for check to be mailed: _______________________________________________________________________________________

Office use:

Check Number________________ Check Date: _______________
Approved by: __________________________ Approved by: __________________________
Heather Pogue, 4-H Agent Timothy Wilson, Interim C.E.D.

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