



# 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: \_\_\_\_\_

<p>Check Number _____</p> <p>Approved by: _____</p> <p style="text-align: center;">Heather Pogue, Agent</p>	<p style="text-align: center;"><b>Office use :</b></p> <p>Check Date: _____</p> <p>Approved by: _____</p> <p style="text-align: center;">Timothy Wilson, Interim C.E.D.</p>
---	---



# 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: \_\_\_\_\_

<p>Check Number _____</p> <p>Approved by: _____</p> <p style="text-align: center;">Heather Pogue, 4-H Agent</p>	<p style="text-align: center;"><b>Office use :</b></p> <p>Check Date: _____</p> <p>Approved by: _____</p> <p style="text-align: center;">Timothy Wilson, Interim C.E.D.</p>
---	---

