

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==================================== | Office use : | = = = ₁₁ |
| Check Number | Check Date: | |
| Approved by: | Approved by: Timothy Wilson, Interim C.E.D. | |
| Heather Pogue, Agent | Timothy Wilson, Interim C.E.D. | |
| 4-H Club | CHECK REQUEST Form | & |
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