Request for Disbursement of 4-H Club Funds

Requested by: ______________________________ Amount __________ Date ______

Club Name _____________________________________________________

Purpose (Provide specific information and attach bill, invoice, statement, quote, etc.):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Make check payable to: _________________________________________________

Approved by (club leader, treasurer)______________________________________
ATTACH COPY OF MINUTES APPROVING EXPENDITURE

Final Disposition of Check:

_____ Will Pick Up at Extension Office Received By: ______________ Date: ______

_____ Please Mail to: __________________________

________________________________________

Mailed By: ______________ Date: ______

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FOR OFFICE USE ONLY:

Account and bank balance checked for sufficient funds: ___________________________

Check # ______________ Date Drafted ______________

Signed by: ____________________________________________ Date ______________

__________________________________________ Date ______________

Notes: 