



SUNOL 4-H

REQUEST FOR PAYMENT

This form is to be used whenever someone is requesting payment or reimbursement from Sunol 4H Club. All payments MUST be made by check. The following must be completed in full and all receipts or invoices attached to the request form. All requests must be submitted to the Treasurer within 45 days of the actual expenditure.

DATE:

PERSON REQUESTING CHECK:

AMOUNT REQUESTED:

MAKE CHECK PAYABLE TO:

DESCRIBE IN DETAIL, WHAT EXPENDITURE WAS FOR:

CHECK NUMBER:

TREASURER APPROVAL:

CHECK AMOUNT:

COMMUNITY LEADER APPROVAL:

ACCOUNT CATEGORY TO APPLY TO: