Placer County 4-H
Volunteer Spending & Reimbursement

All 4-H related expenditures for Clubs or Countywide projects, workshops, or events WILL NEED to get pre-approved BEFORE purchases can be done. If pre-approval form has not been completed and approved prior to submitting a reimbursement form, expenditures might not get paid or might be delayed.

Completed forms to be submitted to Community Education Specialist (CES) at the 4-H office for review and approval.

Any amount over $499 will need to receive County Director approval & signature.

Process & Forms

Make sure to PRINT CLEARLY and that form is filled out completely and signed to avoid any delays.

1/ Get Pre-approval for any 4-H spending you would like to be reimbursed for.

1. Fill in the Volunteer Pre-Approval Spending Request Form –
    a. Include any quote, invoice, website, picture(s) when submitting.
2. Submit by Email or mail to the CES at the 4-H office. (Contact/address info are on the form)
3. Once spending is reviewed & approved – the 4-H office will send back the form signed by CES and/or County Director.

Placer County 4-H Youth Development
Volunteer Pre-Approval Spending Request Form

PLEASE PRINT CLEARLY

Volunteer Requester Name: _____ Club Name: _____
Phone: _____ E-Mail: _____
Project/Event: _____
Vendor Name: _____ Location: _____
OR
Website: _____ URL: _____
Purpose of Spending request: (Please describe in detail and be specific)

Please note: If purchase is for awards, please attach a list of awards and recipients' names when CES signs off event.

Expenditure details:

ITEM(S)	DESCRIPTION	PURPOSE	QTY	AMOUNT
		Total amount requested:		

Total amount over $499 will need to be approved by the County Director.

By signing below I confirm that the above expenditures will be purchased with the purpose of supporting Placer County 4-H Youth Development Program. I understand that I cannot reimburse myself for any expenditures without first receiving approval from the project coordinator, event coordinator, Program Assistant, and/or the County Director.

Volunteer Signature _____ Date _____

For Office Use Only

Reviewed and approved by 4-H CES

4-H CES Signature _____ Date _____

Reviewed and approved by County Director

County Director Signature _____ Date _____

Forms Rec'd: _____ By _____ Approved & mailed to Volunteer _____ By _____

Revised 01/19/2021

2/ Get reimbursed for previously approved expenses.

1. Fill in the Volunteer Reimbursement Request Form –
    a. Make sure to include the "Volunteer Pre-Approval Spending Request Form", all original receipts or invoices.
2. Submit by Email or mail to the CES at the 4-H office. (Contact/address info are on the form)
3. Once reimbursement process is completed – Check will be mailed directly to your home address from the UC Regents of the University of California.

Placer County 4-H Youth Development
Volunteer Reimbursement Request Form

Placer County 4-H Office; 11477 E Ave., Auburn, CA 95603 – placer4h@ucanr.edu

PLEASE PRINT CLEARLY

Check the box that applies: ☐ Check Request ☐ Direct Charge ☐ Purchase Order

Club Name: _____
Project/Event: _____

When submitting form, please remember to:
- Attach the Volunteer Pre-Approval Spending Request Form.
- Attach all original bills, receipts, or invoices. All must be itemized with project/event category information; otherwise, additional paperwork might be required.
- For awards, include the list of awards with the recipients' names.

Make check payable to:
Mailing address: _____
City & State: _____ ZIP: _____
Phone: _____ E-Mail: _____
Amount $ _____
Submitted by: _____ Date: _____
Comments: _____

For Office Use Only

Reviewed and approved by 4-H CES

4-H CES Signature _____ Date _____

Reviewed and approved by County Director

County Director Signature _____ Date _____

Account(s) to charge: Enter % if applies

UC Account: _____ Sub-Account/Project: _____
UC Account: _____ Sub-Account/project: _____

Forms Rec'd: _____ By _____ Submitted to UC: _____ By _____

Revised 01/19/2021

Both forms can be found on the Placer County website/Resources/Forms – Click HERE or Click on each form above-