

CENTRAL SIERRA 4-H MANAGEMENT ORGINAZATIONS



University of California

Agriculture and Natural Resources

4-H Youth Development Program

REIMBURSEMENT REQUEST

This form must be completed and submitted to the County 4-H Office for review by the Treasurer/Financial Director.

Please Note: Any funds charged to accounts held by the County 4-H Unit must be pre-approved by the County 4-H Treasurer/Financial Director. A purchase order number will be issued and must be used or no payment will be made. Any finance charges or late fees will be deducted from the account's funds.

CONTACT NAME:	(TAPE RECEIPT HERE)
EMAIL:	
TELEPHONE:	
4-H CLUB, PROJECT, or COMMITTEE:	
ACCOUNT TO CHARGE:	
Has a purchase order been approved for this purchase? YES, P.O. # _____ NO	
VENDOR/MERCHANT NAME:	
DATE OF TRANSACTION:	
AMOUNT OF TRANSACTION:	
DESCRIPTION OF ITEMS PURCHASED: (Itemized receipt is still needed for back-up)	
PURPOSE:	
MAKE CHECK PAYABLE TO:	
MAILING ADDRESS:	
AUTHORIZED LEADER SIGNATURE: Date:	
TREASURER/FINANCIAL DIRECTOR USE:	