

CENTRAL SIERRA 4-H MANAGEMENT ORGANIZATIONS



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

PAYMENT 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.

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|----------------------|-------------------------------------------------------------------------------|
| CONTACT NAME: | 4-H CLUB, PROJECT, or COMMITTEE: |
| EMAIL: | ACCOUNT TO CHARGE: |
| TELEPHONE: | Has a purchase order been approved for this purchase? YES, P.O. # _____ NO |

Please include the invoice with this request form.

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|----------------------------------------|
| VENDOR/MERCHANT NAME: |
| DATE OF TRANSACTION: |
| AMOUNT OF TRANSACTION: |
| DESCRIPTION OF ITEMS PURCHASED: |
| PURPOSE: |

AUTHORIZED LEADER SIGNATURE: _____ (date)

NUMBER OF PAGES INCLUDING THIS FORM:

TREASURER/FINANCIAL DIRECTOR USE: