# **Financial Forms**

**Form 8.9 – Club Check Request Form**

|  |  |
| --- | --- |
| Payee: | For Treasurer UseCheck No. Date of Issue:Amount of Check: |
| Address: |
| Date Requested: |
| Requested Amount: |
| Budgeted Categories: |
| **Date Description amount** |
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| TOTAL | $ |

Please attach **ORIGINAL** receipts for all expenses **(No reimbursement without a receipt or a completed Missing Receipt Form 8.10).**

# Approved by:

Treasurer (print name) Signature Date

Community Club Leader (print name) Signature Date

# 52 4-H Treasurer’s Manual