

Form 8.10 – Missing Receipt Form

Please use this form for a missing receipt for a payment made on behalf of the 4-H club.

4-H Club:	
County:	
I, declare that: _____ (payee name)	
I paid monies on behalf of the _____ 4-H Club using	
<input type="checkbox"/> personal funds OR <input type="checkbox"/> 4-H club funds as follows:	
Date:	Amount paid: \$
Business name:	Business address:
Description of the supplies or services purchased:	
Purpose for which the supplies or services were purchased:	
I am missing the receipt on which the word "Paid" appears for the expenses incurred. Describe the attempts made to obtain the original receipts.	
<p>If purchase(s) were made using personal funds, please fill out the following fields. Leave these fields blank if 4-H club funds were used.</p> <p><input type="checkbox"/> I declare that all efforts to obtain a duplicate receipt have been made. I hereby request that the _____ 4-H Club reimburse me for this expense of my personal monies.</p>	
Signature of payee:	(Date)
Mailing address of payee:	

Signature of Treasurer (required):

(Date)

