

Nevada County 4-H Youth Development Program  
Council Check Request Form

Date of Request: \_\_\_\_\_ Requested By: \_\_\_\_\_

Phone: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

**The purpose of this check request is: (choose one)**

- to reimburse purchases made by an individual (submit all receipts.)
- to pay an invoice (submit invoice.)
- to send an order (submit order form)
- to request an advance on purchases not made yet (submit a list of items needed, purpose and where purchase will be made; submit all receipts after purchase)
- Other: \_\_\_\_\_

**How should check be delivered? (choose one)**

- Call ( ) \_\_\_\_\_ - \_\_\_\_\_ when available for pick up.
- Mail to: \_\_\_\_\_
- Other: \_\_\_\_\_

Account Line Item	Expenditures	Amount
Total:		\$ _____

By signing below, I confirm that the above expenditures have been or will be purchased with the purpose of supporting the Nevada County 4-H Youth Development Program. I also confirm that the above expenditures have been pre-approved by the event coordinator or by a council decision.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***Council Treasurer Use Only:***

The above information has been reviewed and approved for payment by:

\_\_\_\_\_  
*Treasurer's Signature*

\_\_\_\_\_  
*Date*

Amount of Check: \_\_\_\_\_ Check #: \_\_\_\_\_

**Nevada County 4-H Account Line Items for 2008-2009**

Achievement Night  
All Stars  
Awards and Achievements  
California Focus  
Curriculum  
Embryology  
Families in Need  
Fashion Review  
Fair Food Booth  
Fun Fair/Field Day/Still Exhibits  
General Fund  
HI 4-H  
Horse Project  
Livestock Judging Field Day  
Sectional Council Dues  
See's Candy Sales  
State Leader's Forum  
State Leadership Conference  
Summer Camp  
Washington DC Focus