

Placer County 4-H Youth Development Volunteer Pre-Approval Spending Request Form

E-Mail, Mail, or Drop off form with backup documents for review and get approval before purchase.
Placer County 4-H office, 11477 E Ave., Auburn, CA 95603 – placer4h@ucanr.edu

PLEASE PRINT CLEARLY

Volunteer Requester Name: _____ **Club Name:** _____

Phone: _____ **E-Mail:** _____

Project/Event: _____

Vendor Name: _____ **Location:** _____

OR

Website: _____ **URL:** _____

Purpose of Spending request: (Please describe in detail and be specific)

Please note: If purchase is for awards, please attach a list of awards and recipients' names within 14 days of event.

Expenditure details:

ITEM(S)	DESCRIPTION	PURPOSE	QTY	AMOUNT
Total amount requested:				

Total amount over \$499 will need to be approved by the County Director.

By signing below, I confirm that the above expenditures will be purchased with the purpose of supporting the Placer County 4-H Youth Development Program. I also understand that the above expenditures will need to be pre-approved by the project coordinator, event coordinator, by the Community Education Specialist and/or the County Director.

Volunteer Signature

Date

For Office Use Only

Reviewed and approved by 4-H CES

4-H CES Signature

Date

Reviewed and approved by County Director

County Director Signature

Date

Form Recv'd: _____ By _____ Approved e-mailed to Volunteer _____ By _____