Placer County 4-H

Volunteer Pre-Approval Spending & Reimbursement

All 4-H related expenditures for Clubs or Countywide projects, workshops, or events WILL NEED to be pre-approved BEFORE purchases can be done. If pre-approval form has not been completed and approved prior to submitting a reimbursement form, expenditures might not get paid or might be delayed.

Completed forms to be submitted to Community Education Specialist (CES) at the 4-H office for review and approval.

Any amount over \$499 will need to receive County Director approval & signature.

Process & Forms

Make sure to PRINT CLEARLY and that form is filled out completely and signed to avoid any delays.

1/ Get **Pre-approval** for any 4-H spending you would like to be reimbursed for.

- Fill in the Volunteer Pre-Approval Spending Request Form

 Include any quote, invoice, website, picture(s) when submitting.
- Submit by Email or mail to the CES at the 4-H office. (Contact/address info are on the form)
- 3. Once spending is reviewed & approved the 4-H office will send back the form signed by CES and/or County Director.





2/ **Get reimbursed** for previously approved expenses.

- Fill in the Volunteer Reimbursement Request Form Make sure to include the "Volunteer Pre-Approval Spending Request Form", all original receipts or invoices.
- 2. Submit by Email or mail to the CES at the 4-H office. (Contact/address info are on the form)
- 3.4-H Staff will prepare reimbursement request and email back for your review and approval of amount. Review, sign, and return.
- 4. Once reimbursement process is completed Check will be mailed directly to your home address, from the UC Regents of the University of California. Typical timeline for reimbursement from time of request to time of payment is approximately 2 3 weeks.

Both forms can be found on the Placer County website/Resources/Forms Click HERE or Click on each form above.