

Santa Barbara County 4-H Request for Payment of an Honorarium

Submit this form, with an original receipt, for approval to the Management Board Treasurer for payment and disbursement of an honorarium to a person providing eligible services to the 4-H program. The amount requested must be within the approved budget amount. Submit requests no more than 30 days after the event. Please attach the letter or card that is to be sent with the honorarium.

Date: _____

1. Requesting Party Information

- A. Name of Person Making Request _____
- B. Telephone # _____
- C. Email address _____

2. Information About Honorarium

- A. Purpose of honorarium _____
- B. Amount of honorarium _____
- C. Name and Date of Event _____
- D. Budget Account _____

3. Information About Person to Receive Honoraria

- A. Name _____
- B. Address: _____

- C. Telephone #: _____

Approval Signature of Key Leader/Event Chair: _____

<u>Treasurer Approval</u>	Date: _____
Budget Account to be charged: _____	Check Number: _____
Signature of Treasurer: _____	
Initials of Check Signers _____	