

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

*Please get approval before purchases are made.
For review and approval, E-Mail, Mail, or Drop off form with backup documents.*

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)

Expenditure details:

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

Total amount over \$499 will need to be reviewed and 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 _____
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