

CENTRAL SIERRA 4-H MANAGEMENT ORGANIZATIONS



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

PAYMENT REQUEST

This form must be completed and submitted to the County 4-H Office for review by the Treasurer/Financial Director.

Please Note: Any funds charged to accounts held by the County 4-H Unit must be pre-approved by the County 4-H Treasurer/Financial Director. A purchase order number will be issued and must be used or no payment will be made. Any finance charges or late fees will be deducted from the account's funds.

CONTACT NAME:	4-H CLUB, PROJECT, or COMMITTEE:
EMAIL:	ACCOUNT TO CHARGE:
TELEPHONE:	Has a purchase order been approved for this purchase? YES, P.O. # _____ NO

Please include the invoice with this request form.

VENDOR/MERCHANT NAME:
DATE OF TRANSACTION:
AMOUNT OF TRANSACTION:
DESCRIPTION OF ITEMS PURCHASED:
PURPOSE:

AUTHORIZED LEADER SIGNATURE: _____ (date)

NUMBER OF PAGES INCLUDING THIS FORM:

TREASURER/FINANCIAL DIRECTOR USE: