

## 4-H Club Voucher Request

Vouchers and receipts may be **scanned and emailed to [tkloetze@iastate.edu](mailto:tkloetze@iastate.edu)** , mailed to 3 First Ave NW, Hampton, 50441 or **dropped off** to the Extension office.

Vouchers will be paid out on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Voucher Requests are due to the Extension office by the 10<sup>th</sup> and 25<sup>th</sup>.

Always include your club name and account number (8xx)

**Payee Name and address:** This is the person that will be receiving the check.

**Vendor:** Where is the receipt from? i.e. Fareway, Adventureland, etc.

**Item Description:** What was purchased

**Club purpose:** What did you use the item(s) for? i.e. craft materials, fair booth display, etc

**Amount:** how much did the item(s) cost? List each receipt separately. Please total all receipts (less sales tax) in the bottom box. If you are using Excel to fill out this form it will automatically total for you.

**\*\*Because we are a government entity we are unable to reimburse sales tax. If this is a concern please consider using one of the local charge accounts for club purchases.**

**Club Treasurer's signature and Club Leader Signature:** Requests will not be processed without both signatures

**Receipts or club minutes authorizing purchase must be received with Voucher Request.** Request will not be processed without a receipt or minutes.