

11. Accept receipts by mail or electronic means such as e-mail. Must be an original, itemized receipt (physical receipt or photos/scan of receipt is acceptable as long as it is legible).
12. Not allow a CLUB balance to be negative.
13. In the event a CLUB disbands, the Extension Council and CLUB members will determine the use and/or dispersal of the CLUB funds.
14. EXTENSION will make journal entries between CLUB account line and internal EXTENSION lines in an efficient, timely manner. (For example: enrollment dues and fruit & butter braid sales.)

CLUB will:

1. Request reimbursement or payment of expenses in a timely manner of billing cycle with original receipts provided to EXTENSION. Hard copies are acceptable or electronic photocopies. Receipts and voucher request form may be e-mailed to Brittnee Schneider (bschn@iastate.edu) to start the payment process. (Refer to 4-H Club Finance calendar provided by EXTENSION for due dates.)
2. Deposit all funds raised by the CLUB at the Extension office to go into the EXTENSION operating fund using the 4-H Deposit Form.
3. Provide an itemized list of funds to be receipted in by payee and/or member when turning in funds from multiple sources. (i.e. funds from a sales campaign, collected program fee payments, etc.)
4. For reimbursements/bills to be paid, CLUB will complete voucher request form with signatures from leader(s) and/or CLUB treasurer. This form will identify who check made payable to and the purpose of the payment (i.e. food for meeting, CLUB activity). CLUB will fill out form completely to turn in with receipts.
5. CLUB will provide EXTENSION with receipts for all items purchased by check, cash and/or EXTENSION credit card. These will be attached to the Voucher Request form.
6. Provide minutes approving a payment request if a receipt or invoice is not available. Signatures (leader(s) and/or CLUB treasurer) on the minutes with Voucher Request form required. (Ex: Sponsorship of Pancake Breakfast)
7. Mail/e-mail a receipt/minutes with appropriate signatures in a timely manner.
8. Monitor balances and will not spend the balance into negative at any time.
9. CLUB agrees that EXTENSION will transfer funds for all monies owed to EXTENSION out of their account using journal entries.
 - o Examples include: \$10 enrollment dues that CLUB is responsible for, fruit cost & butterbraids sales, etc.
 - Note that CLUB can collect enrollment dues however they choose-from families, use fundraisers, dollars, etc.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: _____ 4-H CLUB

Date	Print Name	Signature	Club Leader Title
Date	Print Name	Signature	Club Leader Title

FOR: ISU Extension and Outreach Johnson County

Date	Office Coordinator-Print Name	Office Coordinator-Signature	Office Coordinator Title
Date	Council Chair-Print Name	Council Chair-Signature	Council Chair Title