

4-H Club Request for Purchase/ Reimbursement

Invoice
 Reimbursement
 Office Staff Ordering Online (Purchase)
 Office Staff In-store with Club (Purchase)

Payee:			
Address:			
Date Needed:		Account Balance as of Last Statement	
Staff Received:		Date:	

Circle Your Club Name:

	Coggon Clippers		NE Super Stars	The Lucky Club	Washington Busy Beavers
Barnyard Buddies	College Challengers	Indian Creek	Prairie Union Wildcats	Wapsi Willoers	Whittier Willing Workers
Central City Achievers	Dandy Doers	Mt. Vernon Trailblazers	Wapsie Hustlers	Youth Council	

Items Needed/Purchased: - Direct link to item(s) if form is being used for office staff ordering online.

	Description	Cost
1.		
2.		
3.		
4.		
5.		
6.		
Total:		

Expense was a Budgeted Expense Please list (below) which budget the funds will come out of:

Expense was not included in Budget: **MINUTES ARE NEEDED APPROVING PURCHASE**

Club Leader approval:		Date:	
Treasurer approval:		Date:	
CYC approval:		Date:	
LCE Director approval:		Date:	

For Reimbursement: Attach Itemized Receipt and Club Minutes (if needed) – Payment cannot be made without an itemized receipt. For Purchases: Attach Club Minutes (if needed).

UPDATED: 3.2019 - 9/2022 Club Names only