

4-H Club Voucher Request



IOWA STATE UNIVERSITY Extension and Outreach

**One voucher per payee*

Today's Date: _____

4-H Club Name: _____

Club Account Number: _____

Payee Name: _____

Address: _____

City, State, Zip: _____

Vendor (name on invoice or receipt)	Item(s) Description	Club Purpose	Amount
Total Amount:			

Club Treasurer's Signature: _____

Club Leader's Signature: _____

For your voucher to be complete you must:

- Attach all receipts/invoices
- Attach club minutes approving the amount stated
- Fill out this form completely
- Get Winneshiek County Office Staff Approval

**Winneshiek County Office
Staff Approval:**

Date/Initials

Vouchers will not be paid unless the checklist above is complete.