

# EL DORADO COUNTY 4-H MANAGEMENT BOARD



University of California

Agriculture and Natural Resources 4-H Youth Development Program

## REIMBURSEMENT REQUEST

**This form must be completed and submitted to the El Dorado 4-H Office for review by the Financial Director.**

Please Note: Any funds charged to accounts held by the Management Board must be pre-approved by the El Dorado County 4-H 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.

<b>CONTACT NAME:</b>	<b>(TAPE RECEIPT HERE)</b>
<b>EMAIL:</b>	
<b>TELEPHONE:</b>	
<b>4-H CLUB, PROJECT, or COMMITTEE:</b>	
<b>ACCOUNT TO CHARGE:</b>	
<b>Has a purchase order been approved for this purchase?</b> YES, P.O. # _____ NO	
<b>VENDOR/MERCHANT NAME:</b>	
<b>DATE OF TRANSACTION:</b>	
<b>AMOUNT OF TRANSACTION:</b>	
<b>DESCRIPTION OF ITEMS PURCHASED:</b> (Itemized receipt is still needed for back-up)	
<b>PURPOSE:</b>	
<b>MAKE CHECK PAYABLE TO:</b>	
<b>MAILING ADDRESS:</b>	
<b>AUTHORIZED LEADER SIGNATURE:</b>  <p style="text-align: right;">Date:</p>	
<b>FINANCIAL DIRECTOR USE:</b>	