

Cascade County 4-H Expenditure Form

Today's Date:

Expense Information

Type

Please select one.

- Debit Card
- Invoice will be coming
- Invoice attached
- Reimbursement
- Contract

Date Check Needed

Please select one.

- Next run of checks
- By date:

Check Delivery Method

Please select one.

- Mail to Address below
- Will pick up in person

Payee Information

Payable to:

Address to mail check, if applicable:

Bookkeeping Information

Program

Please select one

- Foundation
- Leaders Council
- Horse Leaders
- Livestock Leaders
- Shooting Sports Leaders

Expense Approval Details

Please select one.

- Budget Approved Expense Item
- Meeting Approved Expense Item
- Meeting Date:

Total Amount Requested: \$

Event/Activity	Description

Approval Information

Requested by:

Signature:

Approved by:

Signature:

Note: Checks must go through an approval and signature process. Due to this, the check will be mailed approximately one week after the date the bookkeeper writes it. All checks require two signatures. Approval is required by an officer of the entity of which the expenditure is written. If an officer makes the request, a second approval or documented approval by committee vote is required.

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