LAKE COUNTY 4-H ASSOCIATION
CHECK REQUEST

PLEASE ALLOW 5 BUSINESS DAYS FOR CHECKS TO BE WRITTEN

OFFICE USE ONLY
CHECK NUMBER #
DATE WRITTEN
WRITTEN BY

CLUB/ACCOUNT

DATE NEEDED

$ AMOUNT

PAY TO

CLUB REPRESENTATIVE

APPROVED BY 4-H STAFF

PICK UP CHECK
PHONE # TO CALL

MAIL TO:

REASON FOR CHECK

RECEIPTS ATTACHED-PLEASE TAPE RECEIPTS TO BACK OF FORM
AND ADDITIONAL SHEETS IF NEEDED.

ADVANCE (RECEIPTS TO BE TURNED INTO OFFICE ASAP AFTER PURCHASE)

RECORDED IN QUICKBOOKS
DATE __________________
BY ____________________