

**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	_____

_____	DATE NEEDED
CLUB/ACCOUNT _____	
	\$
PAY TO _____	AMOUNT

	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 _____

