

\_\_\_\_\_ **4-H Club**

**Finance Request Form**

Should be used for every transaction for paper trail

**Date Requested:** \_\_\_\_\_

**Type:**

<input type="checkbox"/>	Deposit Form	<input type="checkbox"/>	Check Request
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**Details (All Fields Are Required Except Check Number for Cash and Time):**

Description Of  
Payment/  
Deposit: \_\_\_\_\_

Payee (Pay To): \_\_\_\_\_

Check  
Number(filled  
out by signer: \_\_\_\_\_

Amount: \_\_\_\_\_

Date and Time if Available: \_\_\_\_\_

**Documentation: Must Include Receipts for Reimbursements**

<input type="checkbox"/>	Provided	<input type="checkbox"/>	Not Currently Available
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**Details of Request:**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 4-H Club  
**Monthly Treasurers' Report Form**

Month\_\_\_\_\_

Year\_\_\_\_\_

Balance on hand as of 1<sup>st</sup> Day of Month                      \$\_\_\_\_\_

**Income: *Please list all Incoming Deposits***

*Can be on a separate Sheet of paper*

<b>FROM:</b>	<b>Amount:</b>

**Disbursements: *Please list all checks written and bills paid.***

*Checks should not be made to "cash" without very good documentation*

*Can be on a separate Sheet of paper*

<b>TO:</b>	<b>Amount:</b>	<b>Documentation Provided?</b>

Balance on hand as of Last Day of Month                      \$\_\_\_\_\_