



4-H Expense of \$1000 or More Worksheet



Regardless of the source, all 4-H funds are public funds and must support educational programming for youth. As with all public funds, there are specific rules and regulations that must be followed to ensure proper use. For this reason, if a 4-H club or group is considering a major expenditure (over \$1,000), purchasing capital equipment (an asset which has a useful life of more than one year), or accepting a capital equipment gift, the 4-H club or group must secure approval from a 4-H Youth Development staff member prior to the purchase/acceptance of the item. Examples of items requiring approval include: audio visual equipment, buildings, computers, contest equipment, firearms, livestock, machinery, property, tack, trailers, vehicles...etc.

If a 4-H club or group is considering the use of 4-H funds for a major purchase or if a 4-H club or group is considering accepting a capital equipment gift, the steps within the Wisconsin 4-H Capital Expenses Over \$1000 must be followed. Completing this form is required.

<http://fyi.uwex.edu/wi4hvolunteers/files/2015/07/CapitalExpensesOver1000.pdf>

Describe the item:

(attach a photo if possible -or- be as descriptive as you can)

Is this a Purchase or Gift

If it is a gift, who is the potential donor?

How does this purchase/gift meet the educational goal for youth?

How will this purchase/gift help and support reaching program educational goals?

How often will the purchase/gift be used? By whom?

Can the purpose be achieved in an alternative way rather than making the purchase/accepting the gift?

Please list alternatives considered.

What are the advantages and disadvantages of renting this items from an independent vendor?

In the case of capital expenditures, the county would need to assume liability for this purchase. Describe how liability and insurance will be addressed? Who needs to be consulted at the county level to insure liability protection is in place?

Describe the maintenance of the purchase, listing specific tasks and who will be responsible.

Describe the plan for the overall management of the use of the purchase/gift? Where will the purchase/gift be housed? What permissions or agreements need to be in place? How will members and 4-H volunteers have accessibility to using the purchase/gift?

How will the purchase/gift be tagged and inventoried annually?

How long does the 4-H club or group plan to keep the purchase/gift?

How will the purchase/gift be disposed of?

Explain how this is the most effective use for money raised in the name of 4-H with the intent of providing quality educational programs for you?

Date form was completed: _____

Form completed/submitted by (print name): _____

Signature of person whose name is listed above: _____

For Project Use:	For UW-Extension Use:
YES the club/group elected representatives have reviewed/approved the information to go to UW-Extension. This information has been denied approval. _____ <i>president/chairperson initials</i> Date:	YES the club/group has the permission of UW-Extension 4-H Staff to move forward with the process of purchasing/accepting the item(s). NO approval from UW-Extension 4-H staff has been given. Do not purchase/accept the item(s). 4-H Staff Signature _____ Date _____