

**RACINE COUNTY 4-H  
CHECK REQUEST**



NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AMOUNT OF CHECK: \_\_\_\_\_

CHECK MADE PAYABLE TO: \_\_\_\_\_

DATE NEEDED BY: \_\_\_\_\_

**DISBURSMENT**

- Pick up at \_\_\_\_\_ (month) Leaders Meeting.
- Send to address below:

CHECK SENT TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please complete the following)**

1. What category does the check fall into with the Leaders Association budget:

\_\_\_\_\_  
\_\_\_\_\_

2. Briefly describe what the check is for (memo on check):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is it included in the current year's budget:

\_\_\_ Yes    \_\_\_ No    \_\_\_ Not sure

A copy of a receipt or invoice MUST be attached to this form.

Send to or fax to:

**Racine County 4-H Treasurer  
UW-Extension Office  
209 North Main St., Burlington, WI 53105**

**FAX- 262-767-2949**