

BAKER COUNTY 4-H CHECK REQUEST FORM



Please complete this form in its entirety and submit it to the Extension Office at least 5 business days prior to needing check. Once the check request form is received, a check will be written within 5 business days.

Please attach all receipts to this form. (A receipt is required for all purchases on the 4-H Account.) Name of Club: Date check needed: Make check payable to: _____ Purpose of check: List receipts separately: Total amount of check request: \$_____ Club Leader's Signature: _____ Date: _____ *********************** Office use only Date request received: Check number: _____ Date check written: _____