

The
TENNESSEE 4-H FOUNDATION
est. 1953

Payment Request

Date: 11-1-2016

Amount: \$ 100

Account Name: Your County Expense

Make Check Payable To: Kenny Clover

Address: 100 4-H Lane (or account number if check is payable to UT)
Knoxville, TN 37996

Account Manager: County Director or 4-H Agent

Account Manager's Signature: Sign Here

Expense Type (check all that apply & input the cost associated with each category):

<input type="checkbox"/> Admission Tickets	\$ _____	<input checked="" type="checkbox"/> Housing	\$ <u>70</u>
<input type="checkbox"/> Awards	\$ _____	<input type="checkbox"/> Items for Resale	\$ _____
<input type="checkbox"/> Camp Scholarships	\$ _____	<input checked="" type="checkbox"/> Meals	\$ <u>30</u>
<input type="checkbox"/> College Scholarships	\$ _____	<input type="checkbox"/> Miscellaneous	\$ _____
<input type="checkbox"/> County Support	\$ _____	<input type="checkbox"/> Postage	\$ _____
<input type="checkbox"/> Educational Materials	\$ _____	<input type="checkbox"/> Printing	\$ _____
<input type="checkbox"/> Grants	\$ _____	<input type="checkbox"/> Registration Fees	\$ _____
<input type="checkbox"/> Honorariums & Labor	\$ _____	<input type="checkbox"/> Transportation	\$ _____

Is This A Reimbursement? (If yes, attach receipts/documentation) Yes No

Describe This Expense (Must be Completed):
Reimbursement of Kenny's expenses to attend overnight 4-H event.



Return payment request and documentation to:
Tennessee 4-H Foundation
2621 Morgan Circle
205 Morgan Hall
Knoxville, TN 37996-4510
 or
4hfoundation@utk.edu
 or
Fax (865) 974-1628

Questions?
 (865) 974-7434

This section is completed by 4-H Foundation Staff.

 Received By

 Date

 Reviewed By

 Date

 Approved By

 Date

Revised 1-6-16