



Spokane County 4-H Horse

Check Request Form

Attach ORIGINAL Receipts

\$ *Refund \$ Reimbursement \$ Pay Invoice

***Refund requests must be submitted within two weeks of the designated activity.**

Payable to:
Include First & Last Name

Date

Mailing Address:

Item(s) Purchased:

Horse Committee (Event):

Requester Name (Print):

Phone No:

Requestor Signature:

Authorized by:
Committee Chair Member Signature

Budgeted

Approved in minutes

Check One

OFFICE USE ONLY: Date: _____ Check#: _____

ALL INFORMATION IS REQUIRED FOR PAYMENT

The check request form can be:

- Mailed: Spokane County 4-H Horse Project, 222 N. Havana St., Spokane, WA 99205
- Email: Tanya Reedy (509)389-9177 jazztanya4@hotmail.com **INCLUDE RECEIPT**
- Faxed: Spokane County Extension Office (509)477-2087

If you have any questions or concerns please feel free to contact the 4-H Horse Project Treasurer Tanya Reedy.

