

# Spokane County 4-H Horse

## Check Request Form

**\*Attach ORIGINAL Receipts\***


\$ Refund

\$ Reimbursement

\$ Pay Invoice

\$ Debit

Today's Date: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

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

Payable to: \_\_\_\_\_  
Include First & Last Name

Mailing Address: \_\_\_\_\_

Horse Committee (Event): \_\_\_\_\_ Category \_\_\_\_\_

Items Purchased \_\_\_\_\_

Requester Name (Print): \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Budgeted \_\_\_\_\_ Approved in minutes \_\_\_\_\_  
Committee Chair Member Signature Check One

### ALL INFORMATION IS REQUIRED FOR PAYMENT

OFFICE USE ONLY: Date: _____ Check#: _____
To Account _____ From Account _____ Class _____

The check request form can be:

- Mailed: Spokane County 4-H Horse Project, 222 N. Havana St., Spokane, WA 99205
- Email: Kelly Pefley [kkpefley@gmail.com](mailto:kkpefley@gmail.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 at (509) 294-2965 or Kelly Pefley at (509) 688-4465

## Explanation of how to fill out

1.

Refund – Check this box if you have given 4-H money and we need to pay you back

Reimbursement – Mark this if you have purchased something for 4-H and need to be reimbursed

Pay Invoice – Mark this if the invoice needs to be paid

Debit – For Officers Only

2. Please fill in today's date, and the date the item was purchased.

3. Fill in who the money is payable to with their mailing address.

4. Horse Committee/Event and Category – Please fill in if this is for a Horse show, spring clinic etc, and what category it would be included in for example: Supplies, Judges, members fees

For example: I bought supplies for South Camp

**Horse Committee:** South Camp

**Category:** Supplies

6. Print your name and sign, and have your committee chair sign

7. Indicate whether this was budgeted or approved in minutes