UGA COOPERATIVE EXTENSION – Carroll County

CHECK REQUEST  Check No. ________________

Request Date ________________  Requested by _______________________________________

Issue Check for following Amount ________________  Check Needed by this Date __________

Payable to:  ________________________________________________________________

Address  ________________________________________________________________

(Where the check is to be sent)

Reason for expenditure  _______________________________________________________

(Be specific. Example: food for concession stand; books for educational use; registration fees for what event?)

Will funds be reimbursed?   ☐ Yes  ☐ No

If yes, by whom?  _____________________________________________________________

☐ Mail  ☐ Invoice/Receipt(s) Attached  ☐ No Receipt Available

☐ Pick Up/Hand-deliver  ☐ Order form attached

Account to be charged:  (Please check one)

☐ 4-H General  ☐ 4-H Air Pistol/Rifle  ☐ 4-H General
☐ 4-H Archery  ☐ 4-H BB  ☐ 4-H Air Pistol/Rifle
☐ 4-H Shotgun  ☐ 4-H Sporter Rifle  ☐ 4-H Archery
☐ 4-H ________________ Camp  ☐ 4-H ________________ Conference  ☐ 4-H BB
☐ 4-H ________________ Fair/Show  ☐ 4-H ________________ Fundraising  ☐ 4-H Shotgun
☐ 4-H Dog Club  ☐ 4-H Horse Club  ☐ 4-H ________________ Judging
☐ 4-H ________________ Judging  ☐ 4-H__ Local Event:  ☐ 4-H ________________ Judging
☐ 4-H Project Achievement ________________  ☐ 4-H ________________ Local Event:

☐ A&NR General  ☐ A&NR Master Gardener Course  ☐ A&NR General
☐ A&NR Lab Services  ☐ A&NR Master Gardener Course  ☐ A&NR Master Gardener Course
☐ A&NR Viticulture  ☐ FACS General  ☐ FACS "Funds Advance"
☐ A&NR Master Gardeners/JMG  ☐ FACS So Easy to Preserve  ☐ Office Supplies
☐ A&NR Master Gardener Course  ☐ FACS ________________  ☐ Non-Office Supplies
☐ A&NR Viticulture  ☐ FACS ________________  ☐ Building/Maintenance
☐ FACS ________________  ☐ FACS ________________  ☐ Other ________________

Approved by CEC: ________________________________  Date ____________________