

**GREENLEE COUNTY 4H LEADER'S BOARD
REQUEST FOR REIMBURSEMENT**

Please complete this form when requesting funds for reimbursement. Attach all receipts, invoices, project request forms, or any other supporting documentation.

Date _____ Amount Requested \$ _____

Funds requested by _____

Make check payable _____ Mailing address applicable:

Reason or Description of what the funds were used for

Budget account to be charged

Select the account to be charged and the total amount due. Please indicate if there will be more than one budget account that needs to be charged for this reimbursement.

- | | |
|---|----------|
| ___ 4H Project Equipment | \$ _____ |
| ___ 4H Store Supplies | \$ _____ |
| ___ Awards Ceremony | \$ _____ |
| ___ County Activities/events | \$ _____ |
| ___ County Camp Expenses | \$ _____ |
| ___ Food Booth Maintenance | \$ _____ |
| ___ Food Booth Supplies/ Inventory | \$ _____ |
| ___ Insurance | \$ _____ |
| ___ Livestock Judging Team Expenses | \$ _____ |
| ___ Marketing | \$ _____ |
| ___ Misc. | \$ _____ |
| ___ Morenci Corrals Project | \$ _____ |
| ___ Regional/State Program Fees | \$ _____ |
| ___ Extension Agent/Program Coordinator | \$ _____ |
| ___ Scholarships | \$ _____ |
| ___ Leader's Forum | \$ _____ |
| ___ United Way Grant | \$ _____ |

Greenlee County Leader's Board Treasurer Use only

Paid check number # _____ Date Paid _____ Mailed? YES or NO

Treasurer Signature _____

Budget Account Descriptions

4H Project Equipment – Funds used to improve, expand, or purchase durable items to enhance a project. Any amount over \$300 must have Leader’s Board approval documentation.

4H Store Supplies – Funds used to purchase record books

Awards Night – Funds used for purchase of awards, food, or decorations needed to plan and execute awards night.

County Activities and Event Fees – Costs associated with a county activity other than a county camp.

County Camp – Funds used to plan and execute county camp activities.

Food Booth Maintenance – Funds used for repair and maintenance of the physical food booth and its appliances.

Food Booth Supplies/Inventory – Funds used for purchasing food and supplies to be used during the Greenlee County Fair Food Booth fundraiser. This includes food and non-food items.

Insurance – Required insurance costs for the 4-H program.

Livestock Judging Team – Funds used to support the judging event.

Marketing – Funds used to promote 4-H such as advertising expenses, banners and signage.

Miscellaneous – Any costs approved by the board not designated to a specific budget item.

Regional State Program Fees – Funds used to reimburse or pay for regional/state camps, such as, LEAP, JOLT, and leadership training. See rule book for limitations on reimbursement.

Scholarships – Funds used to reimburse students for tuition who received the Greenlee County 4-H scholarship.

United Way project grant – This grant is designated to be used for project expenses to promote 4-H within our county.