



## 4-H Club Payment Processing Form

\_\_\_\_\_ is authorized to initiate the purchase of items or services out of club funds, for use by our 4-H Club/Organization. Purchased items will be used for the following event/purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) -Requires two Signatures	4-H Club/Organization	Amount	Date Verified

I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of 4-H and Virginia Tech.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date