



Virginia Cooperative Extension

Virginia Tech • Virginia State University



4-H Club Individual Reimbursement Form

_____ has purchased items or services out of their own personal funds, for use by our 4-H Club/Organization and is approved to receive reimbursement in the amount indicated below. (Original itemized receipts must be attached to this voucher)

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 _____

Address where reimbursement should be mailed: _____

