

## ADVANCE PAYMENT VOUCHER

Date Submitted: \_\_\_\_\_

Club/Person: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Pay to: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Account: \_\_\_\_\_

Approved to pay: \_\_\_\_\_

Check Delivery: Mailed (date): \_\_\_\_\_

Picked up: \_\_\_\_\_

Signature

For Cash Advances:

By signing above I acknowledge that the funds I am receiving are my responsibility. Receipts must be supplied to the 4-H Office showing how funds were expended. It is the sole responsibility of the signer to make sure the money is spent as planned, receipts are kept, and left over funds are returned to the 4-H Office. If the event is canceled, the complete cash advance must be returned to the 4-H Office. \_\_\_\_\_ (initials)