

Financial Transactions Form
 { Sample request form for financial transactions }



Committee Name/Requester: _____ Date: _____

INCOME			
Description/Event	Amount	Check #	Cash
Income Total:			

List checks separately. Attach detail list if necessary.

DISBURSEMENTS			(Treasurer use)
Payable to	Description/Event	Amount	Check #
Disbursements Total:			

Attach Original receipts. Attach detail list if necessary.

TRANSFER			
Committee Name	Reason for Transfer	Amount	From or To

Authorized Financial Secretary _____
 ** If you want checks mailed, attach a stamped, addressed envelope to this form.

 Federation/Leader's Council Treasurer _____ Date Received _____
 Budget approved expense: Yes / No

Original to County 4-H Treasurer, keep copy for your records.