

**HAMPSHIRE COUNTY 4-H ADVISORY COUNCIL
REQUEST FOR PAYMENT OF FUNDS**

Requests for funds should be submitted a minimum of two weeks prior to the Advisory Council meeting.

Please return this completed form to: Hampshire County 4-H Advisory Council
Shelly Rifken, Treasurer
52 Winterberry Lane
Florence, MA 01062

Date _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Date Funds Needed _____

Name of Item _____

Explain Why The Hampshire County 4-H Advisory Council Should Fund This Request _____

Name of Payee _____

Address of Payee _____

City _____ State _____ Zip _____

Action Taken by Council Members _____

Amount of Payment _____

Council Member Authorized Signature _____

Date of Action _____

Payment will not be issued without receipts/bill/statement



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