



Request for Reimbursement from: Bayfield County 4-H Leaders Association

Mail to:	Bayfield County Extension- 4-H Office	Date:
	PO Box 218	
	Washburn, WI 54891	

Member(s) Name(s):

Name that check should be written out to:

Mailing Address:

Phone:

Email:

Date of when this expenditure was approved by the Leaders' Association:

Total Amount Requested:

Itemization of Request

Date:	Description:	Amount due:
Total amount due:		

Please include receipts for all items.

Use the Bayfield County 4-H Leaders' Association funding policy to determine reimbursement amounts. Reimbursement form & receipts should be submitted within 2 weeks of the completion of the event.

If the reimbursement request is not part of the standard funding policy, please contact the Bayfield County Extension Office for a mini-grant application before the expenditure occurs.