

**Resource Request Form
Albers/Kuhn Donation**

Project Name _____ **Date Submitted** _____

Situation or Event: Describe the program area to be addressed.

Proposal: Describe what will be done, the supplies or equipment needed? What are the expected outcome/s?

Benefits to 4-H Members: Briefly describe the expected benefits to members.

Itemized Purchase Requisition: Describe the specific item/s or program expenditure/s and the expected cost. May attach an invoice, statement, or proof of purchase to this request.

List of Partners(organizations or volunteers): who are involved in this project?

Submitted by: _____

Address: _____

Made Payable to: _____

Approved By _____ **Date** _____

Checks will be written and signed on the last Monday of the month. Request should be submitted to the Youth Specialist at least a week before that day, for processing that month.

All durable equipment made or purchased with these funds becomes property of the 4-H Council/ Morgan County Extension Council.