



Payment Request Overview

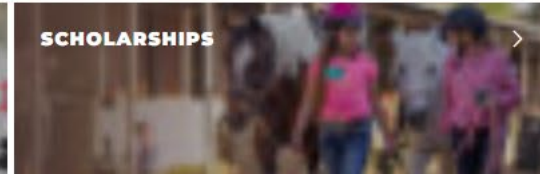


Texas 4-H Foundation

Texas 4-H Youth Development Foundation is the fundraising arm for Texas 4-H, the youth development program in Texas serving more than half a million young people across the state.

- What We Do
- Staff
- Board of Trustees
- News and Events
- County & District Resources**
- Ways to Give

- Go to texas4hfoundation.org
- Hover over "About Us"
- Click on "County & District Resources"



SUPPORTING OUR YOUTH

Stay up to date with what's happening at the Foundation.





PROGRAMS/4-H FACULTY

- Financial Policy Manual 2020
- Affidavit of Expenditure(Lost receipt) Form
- Credit Card Payment Request Form
- Deposit Form
- Payment Request Form
- Professional Contractual Services Form
- Request to Transfer Funds Form
- Travel Reimbursement Form
- Tax Exemption Form
- W9 Form

[Programs/4-H Faculty Formsite](#)

COUNTY EXTENSION AGENTS

- CEA Financial Policy Manual
- CEA Deposit Form
- **CEA Payment Request Form**
- Professional Contractual Services Form
- Tax Exemption Form
- W9 Form

[CEA Formsite](#)

- Click the 'CEA Payment Request Form' link to download the payment request form



Texas 4-H Youth Development Foundation

P.O. Box 11020
College Station, Texas 77842-1020

PAYMENT REQUEST FORM

Revised: July 2022

Date:

Person Submitting Request:

Contact Phone Number:



Type of Request (check one):

4-H Faculty

County Extension Agent

Department (4-H Faculty Only):

County (CEA Only):

Amount Payable:

MEMO (to appear on check stub):

Make check payable to:

Payee's address:

Payee's city/state/zip:

SPECIAL INSTRUCTIONS

If not mailing direct, return to:

Event Name/Expense Detail:

Explanation of Expenditure*:

(For internal use only)

**Attach copies of bills, invoices, receipts, and/or vouchers. (If copies are not available, a signed affidavit of cost and justification will be required).*

Signature of Department/County Manager, verifies adequate and proper use of funds.

Date

Signature of Foundation CEO, verifies compliance with contracts/agreements

Date

- Complete the form
- Be sure to check the appropriate type of request
 - 4-H Faculty
 - County Extension Agent
- Department section will ONLY be completed by State 4-H Faculty
- Include special instructions if needed
- Department/County Manager sign and date the top line



Foundation also raises funds for projects, scholarships and program at the county and district levels.

Other requirements for payment requests:

- Along with the payment request form you will need to include receipts, invoices, or purchase orders
 - Please note that you can only submit one attachment, all documents will need to be combined into one
- If you are paying an individual, you will be required to provide a completed W-9



CULTY COUNTY EXTENSION AGENTS

- CEA Financial Policy Manual
- CEA Deposit Form
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[CEA Formsite](#)

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[CEA Formsite](#)

- Use the link on the website to access Formsite



New User

Email address:

Password:

Confirm password:

Submit

Returning User

Username:

Password:

Submit

[Forgot Password?](#)

Powered by  formsite

Please use the link below to download forms:

https://fs23.formsite.com/YVsLnb/images/CEA_Foundation_Forms.zip

Submissions are only kept for 3 months on formsite from the date submitted.

Please make sure to keep a copy of your transactions outside of formsite.

- Create an account or sign in if you are a returning user.

Logged in as texas4hfoundation

View your stored results below.

Start New

| | Reference # | Updated |
|------|-------------|---------------------|
| Edit | 13826966 ⓘ | 2022-07-26 10:02:04 |
| Edit | 13610107 ⓘ | 2022-05-17 09:46:50 |

- Select 'Start New'
- Select Payment request and the date you are submitting the request
- Select 'Next'

Logged in as texas4hfoundation

Please continue and fill out the form. Answers will be saved in your account.

Texas 4-H Youth Development Foundation Financial Request Submissions

Select the option of submitting Financial Transactions (payment requests, deposits, fee statements) to the Foundation for processing. *

▼

Payment Request

Deposit

2022-07-26



Save Progress

Next >>

50% Complete

Payment Requests & Deposits

Email of Person Submitting Document *

County *

Financial Category *

Amount of Payment / Deposit *

Priority Level (Normal Processing is 10 Business Days)

RUSH



ATTACHMENT UPLOAD

Payment Request: Complete a Texas 4-H Foundation Payment Request form, attach receipt(s) and ensure form has correct signature(s). Scan and upload one payment request per submission.

Deposit Transmittal: Complete Texas 4-H Foundation Program Deposit Form and attach a copy of the checks or Square/PayPal transaction. Scan and upload one transmittal request per submission.

Attachment *

Choose File No file chosen

For Deposits ONLY

Fund Status (DEPOSITS ONLY)

Mailed to Foundation

Already Received by Foundation

Other

Additional Comments About Request

Comments Only

PLEASE ALLOW 7-10 BUSINESS DAYS FOR ALL TRANSACTIONS TO BE PROCESSED.

<< Previous

Save Progress

Submit

- Fill out required information (indicated by *)
- Attach payment request form with all receipts and other documents as one file
- Provide additional comments if needed before submitting

If you need any more assistance or have questions, please contact the foundation office.

Texas 4-H Youth Development Foundation
PO Box 11020
College Station, TX 77842
(979) 845-5955
texas4hfoundation@ag.tamu.edu
<https://texas4hfoundation.org>

