



Texas 4-H Youth Development Foundation

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

AFFIDAVIT OF EXPENDITURE FORM

Revised: August 2026

Before submitting this form, I have made reasonable efforts to obtain a duplicate or other original documentation from the vendor or other available source.

I, the undersigned, hereby certify that the following purchase or expenditure, being presented for reimbursement or a credit card report, was made using Foundation funds, a Foundation-issued credit card, or my personal funds for which I am requesting reimbursement, and was made for the purposes of advancing the Texas 4-H Youth Programs. The original receipt for the purchase or expenditure has been lost, stolen or is otherwise unavailable to be presented. I further certify and affirm that reimbursement for this purchase or expenditure has not been, and will not be, requested from any other agency or institution, nor has it been claimed as an unreimbursed employee expense or as a deduction for federal income tax purposes.

Department:	
Person who Incurred the Expenditure:	
Date of Expenditure:	
Vendor Name:	
Amount of Expenditure:	
Method of Payment:	

Reason this Expenditure is missing a receipt:	
Business Purpose:	
Description of Expenditure:	

I certify that the information provided on this form is true, complete, and accurate to the best of my knowledge.

Signature of Person Submitting Affidavit

Date

Signature of Cardholder

Date