



*Wisconsin Association of
Extension 4-H Youth Development Professionals*

September 30, 2004

Dear WAE4-HYDP Board Members:

As the WAE4-HYDP Treasurer, I would like to inform or remind you of the procedure to be used when submitting bills for payment or requesting reimbursement for expenses. This procedure is the same as in the past few years.

Attached is a glossary of budget categories. The glossary should assist you in assigning your expenditures to the appropriate line items in the budget. Also attached is a copy of the 2004–2005 budget as approved at the annual meeting in April. Finally, attached is a copy of the invoice transmittal form. **This form is to be used every time you submit an association bill or request for reimbursement.** The completion of this form is tremendously important as it provides authorization for payment and ensures accurate record keeping. Our fiscal year ends June 30. Please try to have all bills for the year in by that date.

At the time you are submitting a bill or request for reimbursement, please follow this procedure:

1. Review the glossary to determine the appropriate line item for the request.
2. Complete the transmittal form by checking the appropriate committee, filling in the name of the line item and completing the rest of the information.
3. Sign the transmittal form and send it and a receipt to me. A transmittal form should be signed by the appropriate committee chair or board officer.

Please make copies of the enclosed transmittal form before using it so you will have a supply on hand to use as needed. If you have any questions about the payment procedure or the budget, please contact me. Thanks for your cooperation!

Sincerely,

Denise Retzleff
WAE4-HYDP Treasurer

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Enc.