

## **4-H North Central Region Volunteer Forum October 12-14, 2007**

### **Procedure for Contracts**

1. Committee Co-Chair will complete a Contract Payment Form and send to Steering Committee Liaison to sign.
2. Download Contract Payment Form from <http://www.uwex.edu/ces/4h/ncvlf/index.cfm>  
(Internal planning, other resources)
3. Fill in the Committee  
Fill in the Amount to be Paid  
Fill in who to make payable and the address
4. Mail Contract for Payment Form to Steering Committee Liaison to sign. Also forward the original contract.
5. Liaison will sign off on the Payment Form and send to designated Steering Committee Co-Chair to sign the actual contract.
6. Steering Committee Co-Chair will need to sign contract and send with Contract\ Payment Form to the treasurer, Agnes Wagner.
7. Treasurer -Agnes will
  - Pay and date when the contact was paid.
  - Mail the contract to the vendor.
  - Mail a copy of the signed contract back to the Steering Committee Liaison who signed the Contract Payment Form.
  - Mail a copy of the signed contract to the Committee Co-Chair.