



pennsylvania
DEPARTMENT OF AGRICULTURE

PDA USE ONLY (DATE RECEIVED)

**APPLICATION FOR 4-H REIMBURSEMENT
PURSUANT TO THE PENNSYLVANIA AGRICULTURAL FAIR ACT**

DATE OF APPLICATION:

VENDOR NUMBER:

COUNTY:

NAME OF 4-H ORGANIZATION:

FEDERAL I.D. NUMBER:

_____ - _____

STREET ADDRESS:

CITY:

STATE:

PA

ZIP:

CONTACT PERSON:

TITLE OF CONTACT PERSON:

DAYTIME TELEPHONE NUMBER:

E-MAIL ADDRESS:

IMPORTANT INFORMATION

IF THERE HAS BEEN A CHANGE TO THE ORGANIZATIONAL NAME, FEDERAL ID NUMBER OR ADDRESS, PLEASE CONTACT THE VENDOR DATA MANAGEMENT UNIT (VDMU) AT 877.435.7363 (OPTION 1) OR E-MAIL THEM AT ra-psc_supplier_requests@pa.gov.

**LIST OF ELIGIBLE EXPENDITURES
THIS BREAKDOWN OF EXPENSES BECOMES A PART OF
THE AFFIDAVIT AND REQUESTS FOR FUNDS.**

<p>Adult Leadership Leaders' Forum, materials for leader training such as orientation manuals, etc.</p>	
<p>Member Achievement and Recognition Trophies, plaques, certificates, etc. but not the expenses for the event (i.e. banquet).</p>	
<p>Contests *Judging, demonstrations, public speaking, fashion review, state achievement days, state horse show, state dairy show, district horse shows, district dairy shows, etc.</p>	
<p>Members Education Materials and Supplies</p>	
<p>Members Activities <u>Other Than Contests</u> *Includes all education activities such as Capital Days, Teen Leader Retreat, Leadership Congress, National 4-H Congress, etc.</p>	
<p>Cost of New Equipment An itemized inventory list <u>must be</u> attached to this application.</p>	
<p>Operating Costs Example: bonding, insurance, bookkeeping expenses, etc.</p>	
<p>Promotions, Publicity and Public Relations Posters, brochures, photos, paid advertising for programs other than funding and recruitment efforts.</p>	
<p>Scholarships Include only the scholarships that are given for additional education beyond high school.</p>	
<p>Other Expenses Description:</p>	
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<p>*Chaperone and transportation costs shall be charged to respective activity (i.e. bus for State Days shall be charged to <i>Contests</i>. Chaperone costs for Leadership Congress shall be charged to <i>Members Activities</i>.)</p>	
<p>TOTAL EXPENSES</p>	

PLEASE PRINT OR TYPE NAME, ADDRESS AND DAYTIME PHONE NUMBER OF OFFICERS:

PRESIDENT

VICE-PRESIDENT

SECRETARY

TREASURER

The applicant verifies that it meets the applicable eligibility requirements of the Pennsylvania Agricultural Fair Act (3 P.S. § 1501-1508) and its attendant regulations (7 Pennsylvania Code Chapter 102) and accepts all conditions therein.

The applicant agrees that all ledgers, bills, receipts, cancelled checks, and other supporting data shall be maintained for examination by the Pennsylvania Agricultural Fair Program for a period of three (3) years following the date payment is made.

The applicant verifies that the statements made in this Application are true and correct. The applicant also understands that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

President's Signature

Witness as to President's Signature

Secretary/Treasurer's Signature

Witness as to Secretary/Treasurer's Signature

PLEASE SUBMIT **ONE SINGLE-SIDED** COPY OF THE SIGNED APPLICATION TO:

FAIR ADMINISTRATOR
DEPARTMENT OF AGRICULTURE
2301 NORTH CAMERON STREET
HARRISBURG, PA 17110-9408

ON OR BEFORE NOVEMBER 15TH OF EACH YEAR TO BE ELIGIBLE FOR CONSIDERATION. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 717.787.6298.