Does your 4-H group spending meet any of the below requirements?

- Door prize of $600 or more at a fundraising dinner (such as a saddle, trip or other prize).
- $600 or more sponsorship given directly to a youth to attend a 4-H or non-4-H event.
- $600 or more college scholarship given directly to a person (and not given to the financial institution).
- Single payment of $600 or more to a vendor (such as a judge, photographer, event help, etc.).

If yes – have the person receiving the payment/prize/award fill out a W-9 and information below:

- Amount/value of the single payment or award $__________
- Purpose of the single payment or award:
- Payer (group providing payment or award):

Find more information about 4-H financial procedures:
http://msue.anr.msu.edu/resources/financial_manual_for_4_h_treasurers

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