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Virginia 4-H Blacksburg, VA 24061 (Local) 540-231-6372

For Unit Use Only-4-H Congress Payment, Invoice and Scholarships

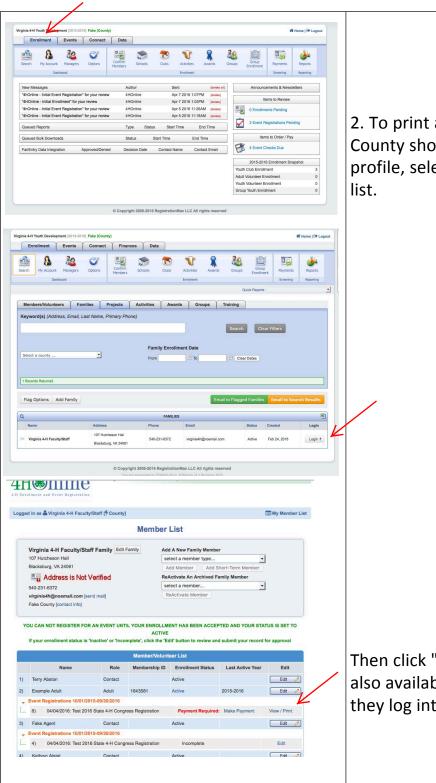


1. At the completion of the registration **each participant** will receive an Order Confirmation screen. That looks like this **Note:** Under the Instructions box it says "Payments can only be made by check (this is for families-Unit offices can

Says "Payments can only be made by check (this is for families-Unit offices can make payment by Hokie Mart or 4-H Foundation). Please check with your local unit on making payment and who to make check payable to. PLEASE DO NOT MAKE PAYMENT UNIT YOU RECIEVE YOUR INVOICE FROM YOUR UNIT OFFICE.

Please do not make payment until you receive your Unit invoice from the State Office. This Invoice will include ALL Participants in your Unit. You will be responsible to print individual invoices.

- *Congress registrations can only be paid from the Unit account if the delegates check has been deposited into unit account.
- *To pay from Foundation funds, you will need to do a Foundation funds transfer. The fund for Congress is 881458.
- *To pay in HokieMart, you will do a direct bill, choose A6 purchases from other Government Entities. You will use 12211 as account code. For vendor choose Virginia
- 4-H Foundation with the address 107 Hutcheson Hall 0419, Blacksburg, VA 24061.



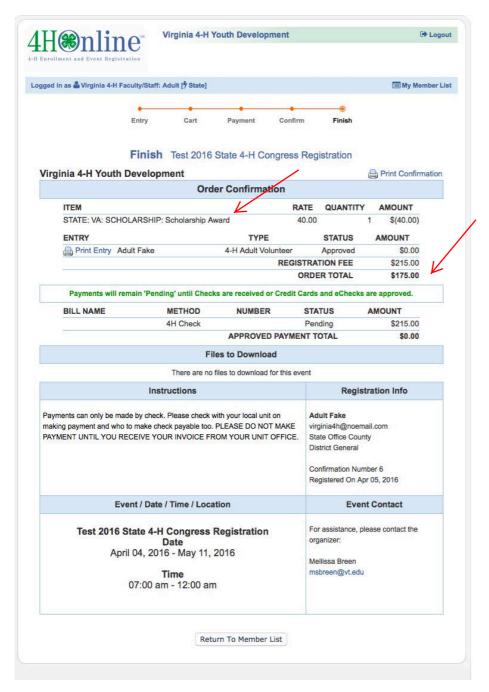
2. To print an individual invoice, the County should log in to the Family profile, select the event from the list.

Then click "View/Print" This page is also available to the families when they log into their account.

We will deduct scholarships at the State level. That is why it is important that there is no payment made until you receive an invoice from the State 4-H Office.

For Unit Scholarships please fill out this survey

https://qtrial2012.az1.qualtrics.com/SE/?SID=SV_0dZlMBkIDSn1eIJ



The balance due is the amount left to pay after all deductions have been processed.