



Virginia Cooperative Extension

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To: VCE Unit Offices

From: Chad N. Proudfoot
4-H Organizational Specialist

A handwritten signature in blue ink, appearing to read 'Chad N. Proudfoot'.

Date: March 19, 2020

Re: **Temporary Change in 4-H Club Fund Transaction Processing**

With our current restrictions in place during the COVID-19 situation, it has come to our attention that this creates a significant burden with processing transactions in 4-H Club Funds because of the requirement to have two non-related original signatures on the transaction processing forms. While we do not want members and leaders to go out in order to obtain these signatures, we also understand that there are still outstanding payments which need to be made which cannot wait until the current crisis ends (especially in the case of individual reimbursements).

Our colleagues in the CALS Finance Office have been helpful in coming up with a temporary procedure for 4-H to use to accommodate these needs:

For the duration of the current Virginia Tech/Virginia Cooperative Extension restrictions on programs and activities, 4-H Club Fund transaction forms (4-H Club Payment Processing Form, 4-H Club Individual Reimbursement Form, etc.) may be processed without original signatures as long as two authorized, non-related club representatives approve the transactions via email to the Unit Extension Office. The email should clearly state the transaction that is being approved, and the email must be "signed" (typed name) with both the first and last name. Youth members who do not have their own email address may send this approval from the email of a parent/guardian, but should type their own name as the approver. These emails should then be attached to the regular form and submitted for payment by the Unit Extension Office.

CALS Finance is going to notify the Controller's Office of this temporary procedure today. I hope that this helps everyone in being able to take care of these transactions, while still being able to adhere to the restrictions and guidelines put in place. I am also appreciative to our colleagues in the Finance Office who helped come up with this solution very quickly.

If there are any questions, please feel free to let me know.