

**Clark County 4-H \_\_\_\_\_ Club**  
**Project Books Order Tracking Form**

**Use this form to help track 4-H Project Book Orders, money collected for books and receipt of books by members and their parent/legal guardians.** Use completed form to fill out the Publication Order Form to submit to the Clark County Extension Office for your 4-H Club's Project Book Order. Place this completed form in your 4-H Club's Financial Binder. **Remember to collect 7.25% sales tax from your members.**

Member's Name	Project Books Ordered Write the Publication Numbers	Payment Method	Date Book Paid For	Check #	Amount	Signature of Person Receiving Book(s)	Date Book(s) Received
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					



Clark County 4-H \_\_\_\_\_ Club  
**Project Books Order Tracking Form**

Use this form to help track 4-H Project Book Orders, money collected for books and receipt of books by members and their parent/legal guardians. Use completed form to fill out the Publication Order Form to submit to the Clark County Extension Office for your 4-H Club's Project Book Order. Place this completed form in your 4-H Club's Financial Binder. **Remember to collect 7.25% sales tax from your members.**

Member's Name	Project Books Ordered Write the Publication Numbers	Payment Method	Date Book Paid For	Check #	Amount	Signature of Person Receiving Book(s)	Date Book(s) Received
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					



Clark County 4-H \_\_\_\_\_ Club  
**Project Books Order Tracking Form**

Use this form to help track 4-H Project Book Orders, money collected for books and receipt of books by members and their parent/legal guardians. Use completed form to fill out the Publication Order Form to submit to the Clark County Extension Office for your 4-H Club's Project Book Order. Place this completed form in your 4-H Club's Financial Binder. **Remember to collect 7.25% sales tax from your members.**

Member's Name	Project Books Ordered Write the Publication Numbers	Payment Method	Date Book Paid For	Check #	Amount	Signature of Person Receiving Book(s)	Date Book(s) Received
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					



Clark County 4-H \_\_\_\_\_ Club  
**Project Books Order Tracking Form**

Use this form to help track 4-H Project Book Orders, money collected for books and receipt of books by members and their parent/legal guardians. Use completed form to fill out the Publication Order Form to submit to the Clark County Extension Office for your 4-H Club's Project Book Order. Place this completed form in your 4-H Club's Financial Binder. **Remember to collect 7.25% sales tax from your members.**

Member's Name	Project Books Ordered Write the Publication Numbers	Payment Method	Date Book Paid For	Check #	Amount	Signature of Person Receiving Book(s)	Date Book(s) Received
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					
		<input type="checkbox"/> Cash <input type="checkbox"/> Check					

