

Processing a Volunteer Purchase Request

Version Date	October 2026
Policies & Resources	Financial Guidelines-Revised September 2025.pdf
Forms	Volunteer Purchase Request Form-2025.xlsx
Contacts	Cash@uada.edu
Related Guides	Writing and Recording County Checks, P-Card Usage and Transaction Verification, Purchasing by Requisition and Receiving Goods

Introduction

Purchases for 4-H club or Master Gardener group activities and events should be made by Extension personnel at the request of a group volunteer with approval from the group treasurer. If a volunteer wishes to initiate a purchase using group funds, they should submit a [Volunteer Purchase Request](#) form to their local County Extension Office describing the items needed and providing other requested information. If the request is for allowable items and approved by the Staff Chair or agent, county office personnel will determine the most appropriate method of acquiring the merchandise. Before any purchase commitments are made, county personnel should verify that sufficient funds are available in the group's designated worktag/account. If funds are not sufficient, the purchase will not be made.

Use of the Volunteer Purchase Request form helps ensure that club funds are spent only on purchases approved by club leadership. Submitting the form to the County Office for ultimate purchase of the items ensures that University of Arkansas Division of Agriculture purchasing guidelines are followed.

Completing the Volunteer Purchase Request

1. As shown below, the top portion of the form should be completed by the volunteer requesting the funds. These fields include the date of the request, the program type (Master Gardener or 4-H), the club name (if 4-H), a preferred vendor (if there is one), a brief justification for the vendor preference, an estimated purchase amount, the purpose of the purchase, the requestor's signature and contact information, and the signature of the club treasurer/leader. All these fields should be completed before the form is presented to Extension personnel for processing.
2. The bottom part of the form is designated for *Extension Office Use Only*.

Volunteer Purchase Request	
Date of Request	
Program (4-H/MG)	
Club Name if 4-H	
Preferred Vendor, if any	
Justification for Vendor Choice	
Estimated Amount of Purchase	
Reason for Purchase (How will purchase be used?)	
Signature of Requestor	
Contact Information	
Approval (Signature) of MG Treasurer or 4-H Leader	
<i>Extension Office Use Only</i>	
Availability of Funds Verified by (Signature/Initials)	
Proposed Method of Payment (County Check, P-Card, Requisition)	
Purchase Approved By (Signature/Initials)	
Designated Worktag #	
Spend Category	
Notes:	

3. The County Admin or Agent assigned to the program should verify that sufficient funds are available for the purchase.
4. With assistance from the County Admin, the Staff Chair will determine the best method of payment (County Check, P-Card, or Workday Requisition), approve the purchase, worktag and spend category codes.
5. The completed form should be given to the County Admin for processing according to the purchase method and codes identified.

6. If a county check is the preferred payment method, follow your county's procedures for handwritten checks. The completed Volunteer Purchase Requisition form should be included in the supporting documentation attached when entering the *ad hoc payment* into the Workday system. See the [*Writing and Recording County Checks*](#) process guide.
7. If a P-Card is the preferred payment method, the Agent assigned to the program is responsible for making the purchase and paying with his or her UADA issued procurement card. All guidelines for P-Card use apply to the purchase. The completed VPR form should be included in the supporting documentation attached when performing the *Verify Procurement Card Transactions for Worker* task in the Workday system. See the [*P-Card Usage and Transaction Verification*](#) guide in *this manual*.
8. If a Workday requisition is the preferred payment method, the County Admin should begin the purchasing process by entering a purchase requisition in the Workday system. The completed Volunteer Purchase Request form should be included in the supporting documentation attached when the requisition is created. See the [*Purchasing by Requisition and Receiving Goods*](#) process guide.

Next Steps

The volunteer who requested the purchase should be notified when the purchase is made and when the items are received if the items are delivered to the county office. When the items are receipted in Workday, payment will be issued to the vendor, and the group's Workday account will be charged for the purchase.