Payment methods for Shooting Education events

Here is how to pay using the invoice tab on the registration document:

1. Payment by check: Make the check for the entire amount payable to Treasurer of VT and mail it to: Virginia State 4-H Office, Attn: Shooting Ed Training, 107 Hutcheson Hall (0419), 250 Drillfield Dr., Blacksburg, VA 24061. Include this on the memo line: “Recertification.”
2. Payment by a County/Unit 4-H Office can be by journal entry transfer to ORG code 064300, fund # 999426 and account # 12890. On the transfer form, in the space for Description, enter the phrase “INSTRUCTOR” and your Unit name.
3. Payment can be made using 4-H Foundation funds. Complete a Cashnet ticket to accompany the Request for Payment (RFP). On the Cashnet ticket, in the space for Description, enter the phrase “INSTRUCTOR” and your Unit name. make the check payable to Treasurer of VT.
4. Proof of payment can be:
	1. A copy of the journal transfer or
	2. A copy of the County 4-H Office request for payment from the 4-H Foundation or
	3. An email with check details (Name on check, amount, check number, date mailed).

These documents must be dated before the registration deadline.