



Yamhill County Fair & Event Center

2070 NE Lafayette Ave McMinnville OR 97128

Phone: 503-434-7524 Fax: 503-435-1860

Email: fair@co.yamhill.or.us

Website: www.co.yamhill.or.us/fair

MEMO

Date: 7.10.17

To: Board of Commissioners

Re: Funds request for 2017 fair

Dear Commissioners,

Please find attached our first request for funds for this year's fair. This first request is for funds needed now for petty cash purchases (\$2,000) as well as for the youth's judges and awards for FFA (\$1,666.66) and 4-H (\$6,166.66); a second request will come in a couple of weeks outlining the checks needed for our entertainment as well as our open class judges and monies needed for our gates and ATM. All requests are included in the 2017-18 budget.

Thank you for your consideration.

Sincerely,

**Allan Westhoff,
Manager**

B.O. 17-280

2017 Fair Checks Request #1

(includes completed check request form, vendor form and W-9 as needed)

| | | |
|---------------------------------------|-------------------------|-----------------------|
| Fair Petty Cash VIP | \$ 2,000.00 | <u>020-000-112.00</u> |
| YC 4-H Judges | \$ 2,833.33 | <u>020-080-692.03</u> |
| YC 4-H Premiums | \$ 2,500.00 | <u>020-080-519.01</u> |
| YC 4-H Awards | \$ 833.33 | <u>020-080-519.01</u> |
| The above 3 okay for one check | <u>Total \$6,166.66</u> | |
| FFA Judges | \$ 833.33 | <u>020-080-692.03</u> |
| FFA Awards | \$ 833.33 | <u>020-080-519.01</u> |
| The above 2 okay for one check | <u>Total \$1,666.66</u> | |

Dear Commissioners:

The Yamhill County Fair and Event Center respectfully requests the above checks to be printed this week for our Fair that opens on August 2nd through August 5th, 2017.

Sincerely
Allan Westhoff, Manager

Accepted by Yamhill County
Board of Commissioners on

7-13-17 by Board Order
17-280