

## DIFFERENT INVOICE TYPES EXPLAINED

### COUNTY INVOICE - NOT PAID

When a county invoice is created the system assigns an invoice number, invoice date and the status is changed to draft. All members on the invoice are assigned a pending payment status.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	258567
BILL TO Bandera County		INVOICE DATE	10/28/2022
		STATUS	Draft
DESCRIPTION	QTY	PRICE	TOTAL
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
<b>TOTAL</b>			\$125.00

### COUNTY INVOICE - PAID

If the State office receives a matching invoice and check then the system is updated. The invoice updates the paid date and paid status. All members on the invoice are assigned a paid payment status.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	263783
BILL TO Anderson County		INVOICE DATE	11/11/2022
		STATUS	Paid
		PAID DATE	11/11/2022
		PAID AMOUNT	\$75.00
DESCRIPTION	QTY	PRICE	TOTAL
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
<b>TOTAL</b>			\$0.00

### FAMILY INVOICE - CHECK

When an enrollment is approved by the county office a family invoice is created. The system automatically assigns a status of PAID even though it may not be paid yet. This status is being pulled from the CHECK payment button that the family clicks on the enrollment when checking out. The status of a check payment can only be seen by the county office bills screen. Disregard the Paid Amount as \$0.00. This area is used in other states but does not apply to what Texas 4-H does. If an enrollment is active the fee has been received and paid.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	259376
BILL TO		INVOICE DATE	10/30/2022
		STATUS	Paid
		PAID DATE	11/29/2022
		PAID AMOUNT	\$0.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Program Fee	1	\$25.00	\$25.00
County check payment applied to (Texas 4-H and Youth Development - Club Member Program Fee)	1	\$25.00	-\$25.00
<b>TOTAL</b>			\$25.00

### FAMILY INVOICE - CREDIT CARD PAID

When an enrollment is approved by the county office a family invoice is created and is viewable to the county only. The purpose of the family invoice to show the no-refund policy and signatures that go with it. The paid amount will show the total amount paid. If a credit card is declined a family invoice is not created and the enrollment is not approved.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	205888
BILL TO		INVOICE DATE	08/15/2022
		STATUS	Paid
		PAID DATE	08/15/2022
		PAID AMOUNT	\$25.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Program Fee	1	\$25.00	\$25.00
<b>TOTAL</b>			\$0.00

### FAMILY INVOICE - NO REFUND POLICY

The purpose of the family invoice to show the no-refund policy and signatures that go with it. If an enrollment is active the fee has been received and paid.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	285115
BILL TO		INVOICE DATE	11/18/2022
		STATUS	Paid
		PAID DATE	11/21/2022
		PAID AMOUNT	\$0.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Late Program Fee	1	\$30.00	\$30.00
County check payment applied to (Texas 4-H and Youth Development - Club Member Late Program Fee)	1	\$30.00	-\$30.00
<b>TOTAL</b>			\$30.00
<p>Pay By Computer Terms and Conditions</p> <p>PARTICIPATION FEES AND VOLUNTEER APPLICATION FEES: Participation fees are nonrefundable once the membership or application has been approved by the county office. Once a Volunteer Application has been SUBMITTED into the system the application fee is nonrefundable EVENT AND ACTIVITY REGISTRATION: The general refund policy for the Texas 4-H Program is that no refunds are provided to a 4-H member or family once the registration is APPROVED. In extreme circumstances, such as death in immediate family, severe illness/accident, or cancellation of event, refunds will be provided, minus any expenses already incurred by the event/activity. It is the decision of the event coordinator for that particular event if a refund is provided or not, with approval of Texas 4-H Youth Development Program Director. Contact Your Local County Extension Office with questions about refunds. ANIMAL VALIDATION: All fees paid are non-refundable once an animal validation has been accepted.</p> <p>Recorded Member Name: _____ Recorded Parent/Guardian: _____ Recorded Manager: _____ Date of Consent: 11/21/2022</p>			