Requests for Expenditure Instructions

I. Filling out the Form:
   A. What is the purchase? IN DETAIL.
   B. Why do you need it?
   C. Who is being paid?
   D. What is the vendor’s contact information?
   E. How much is the purchase? Is there tax? Shipping charges?
   F. Check or credit card?
   G. Is it SIGNED by both President and Treasurer?

II. Purchase
   A. Paid by VISA (i.e. Paid online, equipment, uniforms, etc.)
      1. Submit----
         a. Completed Expenditure Request Form/pertinent info by email
         b. Company contact information
         c. A quote/invoice (if ordering from the internet, print out the page showing the desired purchase)
      2. Requests take about a week for approval; the clubs will be informed when orders are placed.
   B. Paid by check (i.e. Tournament entry fees, association dues, etc.)
      1. Submit---
         a. Completed Expenditure Request Form
         b. Company contact information
         c. The Federal Tax ID number for the company/institution paid.

III. Reimbursements
   A. Paid by cash
      1. Submit---
         a. Completed Expenditure Request Form
         b. Original receipt
         c. Name, address, and social security number of payee/vendor.
   B. Paid by check
      1. Submit---
         a. Completed Expenditure Request Form
         b. Copy of check and a copy of bank statement
         c. Original receipt
         d. Name, address, and social security number of payee.
   C. Paid by credit card
      1. Submit---
         a. Completed Expenditure Request Form
         b. Original receipt
         c. Copy of credit card statement
         d. Name, address, and social security number of payee/vendor.

CHECKS TAKE ABOUT 5-6 WEEKS TO GO THROUGH THE STATE SYSTEM.
PLEASE HAVE REQUESTS IN 6-7 WEEKS PRIOR TO A DUE DATE.

The recreation department cannot reimburse gas, tolls, and other extraneous purchases.
PLEASE ASK BEFORE YOU MAKE A PURCHASE TO MAKE SURE IT IS REIMBURSABLE.

Please place all forms in the folder on top of the Sport Clubs mailboxes or on my desk.
PUT RECEIPTS IN AN ENVELOPE ATTACHED TO THE REQUEST.