

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.**