



# Fort Collins Girls Softball Club

## Request for Reimbursement/Check

All requests are required to have attached documentation which may include receipts, an invoice or a copy of canceled checks at time of request. NO REQUESTS will be processed without sufficient documentation attached. One exception is tournament check requests. Club requests not prior approved in club or team budgets, player requests with sponsorship funds, and player requests with insufficient funds in accounts will be approved/denied by the Board of Directors at their next meeting after receipt of request. **The following information is required:**

Date of Request: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Individual Player account/Club account/ or Team account? \_\_\_\_\_

Player Name/ Club account name/ or Team name? \_\_\_\_\_

Check to be written to (name): \_\_\_\_\_

Amount of check: \_\_\_\_\_

Description of request: (This includes, but is not limited to a list of items, tournament check requests, travel receipts, equipment or uniform invoices, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total requested \_\_\_\_\_ \$ \_\_\_\_\_

**For Office use only below:**

Date Rec'd \_\_\_\_\_ Date Approved/denied by Board of Directors if required \_\_\_\_\_

Supporting Documentation attached? \_\_\_\_\_

Check delivered to and date: \_\_\_\_\_

Data entered into budget: \_\_\_\_\_