

Boys LAX

Payment/Deposit Request Form

Date:

Requested by:

email:

Approved by

Board Member:

Check Request: (please check a team box below)

Rec:

Travel:

Make payment to:

___ Pick up at the SPORTS office (inside) Hours: 9-3 school year, 9-1 summer

___ Pick up (outside) the bldg. front doors in "league pick-up" box

___ Mail check to

Address:

Dollar Amount \$

Invoice

Receipts (Must attach Invoice and/or Receipts)

Memo/Description:

For Office Use Only - Expense Category:

Deposits: (please check a team box below)

Rec: _____ Travel: _____

Received from:

Total Amount to Deposit \$

(cash \$

, checks \$

)

Memo/Description:

For Office Use Only - Income Category:
