



**AYSO REGION 56**

P.O. Box 8205  
Huntington Beach, CA 92615

**CHECK REQUEST (Expense Reimbursement/Invoice Payment)**

|   |       |                    |       |
|---|-------|--------------------|-------|
| <b>Date Requested</b>                             | _____ | <b>Date Needed</b> | _____ |
| <b>Requested by</b>                               | _____ | <b>Check Payee</b> | _____ |
| <b>Ck Delivery Method</b><br>(pickup, mail, etc.) | _____ | <b>Address</b>     | _____ |
| <b>Phone</b>                                      | _____ |                    | _____ |
| <b>Email</b>                                      | _____ | <b>Attention</b>   | _____ |

| <b>Acct #</b>              | <b>Season</b><br>(Fall, Allstars,<br>Spring) | <b>Expense Details</b> (Be specific- Identify event if any,<br>item to be reimbursed, period covered, used for<br>_____, etc.) | <b>Amount</b> |
|----------------------------|--|--|---------------|
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|                            |  |  |               |
| <b>Total Check Request</b> |  |  |               |

- |               |   |      |                                   |
|---------------|---|------|-----------------------------------|
| <b>Acct #</b> | <b>Income Accounts</b>                                      | 5146 | Equipment & Storage               |
| 4005          | Registration Fees   | 5229 | Tournaments/Player Camps          |
| 4021          | Tournaments/Player Camps                                    | 5239 | Cultural Exchange Expense         |
| 4031          | Cultural Exchange   | 5241 | Playoff Expense                   |
| 4040          | Fundraising Receipts (specify event)                        | 5255 | Pictures, Yearbook, Advertising   |
| 4041          | Fundraising other (donations)                               | 5261 | Fundraising Expense (merchandise) |
| 4310          | Sponsors/Contributions (sponsors, directed<br>scholarships) | 5262 | Fundraising Other Expense         |
| 4959          | Other Income (e.g. concession sales)                        | 5274 | Awards, Trophies, Scholarships    |
|               |   | 5431 | Clinics – Player Training         |
|               |   | 5432 | Clinics - Coaches                 |
| <b>Acct #</b> | <b>Expense Accounts</b>                                     | 5433 | Clinics – Referees                |
| 4006          | Registration Fee Refund                                     | 7430 | Meetings                          |
| 5101          | Uniforms – Players  | 7515 | Telephone, Internet Expense       |
| 5103          | Uniforms – Referees   | 7535 | Postage                           |
| 5111          | Field Expense   | 7625 | Office Supplies                   |
| 5115          | Park Fees (Use Fees)  | 7695 | Misc. Expense (Explain)           |

**PLEASE ATTACH INVOICE, PURCHASE ORDER, RECEIPT OR ANY OTHER DOCUMENT TO VERIFY PAYMENT OF EXPENSE.**

**THANK YOU!**

If you have any questions or you require assistance, please call Jessica Procter

at (402)3603799 or send email to [treasurer@ayso56.org](mailto:treasurer@ayso56.org)