

To: Treasurer/ERC

From: \_\_\_\_\_

Date: \_\_\_\_\_ Voucher # \_\_\_\_\_

Are there attachments or contracts that need to be mailed with the check? YES / NO

THIS CHECK IS A **RUSH!** YES / NO

CHECK IS NEEDED BY: \_\_\_\_\_

PLEASE MAIL CHECK: YES / NO

PLEASE LEAVE CHECK IN ERC MAILBOX: YES / NO

<b>Amount to Pay</b>		<b>Pay To:</b>		<b>Reason for Payment</b>	
Make sure all RECEIPTS are attached to validate request.		Include Name & Address. If listed on attachment-just CIRCLE/HIGHLIGHT on attachment.		Circle below all that apply or write in if not listed.	
<b><u>REIMBURSEMENT:</u></b> YES / NO	EQUIPMENT	MEETING/REGISTRATION EXPENSE	MISCELLANEOUS /OTHER: PLEASE EXPLAIN-		
LEAGUE FEES	TROPHIES	EDUCATION/TRAINING	HOTELS/LODGING		
TOURNAMENT FEES	UNIFORMS	FUNDRAISER EXPENSE	ARENA/ SPACE RENTAL		
SWIM MEET FEES	COSTUMES	OPENING DAY EXPENSES	PLAYERS REFRESHMENTS		
LEAGUE/TOURNAMENT REGISTRATION	CLOTHING/PINS/PATCHES	CONCESSION SUPPLIES	1099 CONTRACTOR		
UMPIRE FEES	TRANSFER OF FUNDS	PROGRAM SUPPLIES	ADVERTISING/PRINTING		
REFEREE FEES	PORTABLE TOILETS	FIELD SUPPLIES	POSTAGE & HANDLING		
MEMBERSHIP FEES/DUES	REGISTRATION REFUND	INSURANCE/HEAD TAX	MAJOR PURCHASE		

NOTES:

Signature: \_\_\_\_\_ Program Position: \_\_\_\_\_

DATE PAID:

CHECK #:

AMOUNT PAID: