

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

Amount to Pay	Pay To:	Reason for Payment
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>REIMBURSEMENT:</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: \_\_\_\_\_