



Staple Invoice and/or Supporting Documentation Here

Wasabi Paddling Club
Dragon Boat & Outrigger Canoe Club
Portland, Oregon, USA

Request for Club/Team Funds Form

Today's Date: \_\_\_/\_\_\_/\_\_\_

Team Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Amount of Club Funds Requested: \$ \_\_\_\_\_

Date Due: \_\_\_/\_\_\_/\_\_\_
Please allow one week for processing/mailing to recipient.

Club Funds requested are for: \_\_\_\_\_

Club Funds are to be issued from: \_\_\_\_\_
Clearly identify the account from which monies should be debited (i.e. team fund, club fund, etc.)

Members will / will not be reimbursing this account. (Circle one. If fully drawn from team fund, team has the option of replenishing. If borrowed from the club, teams must reimburse the GL.)

Name and address of the individual/organization/company to whom the check should be written:

Name Street City State Zip

Are there forms/paperwork that must accompany this check? (Check one.) [ ] Yes [ ] No
If yes, you must include completed forms and instructions with this request.

Check should be: [ ] Mailed to the address above [ ] Other \_\_\_\_\_

Signature of individual(s) approving request:
Printed Name Signature
Printed Name Signature

If the reimbursement is to be issued from a team fund, you must have it authorized by your team coach, captain or manager.
If the expense is club related and more than \$500, it must be signed by a member of the Board of directors.

Your signature: \_\_\_\_\_

You must attach receipts, invoices or other documentation supporting your request for team/club funds. Requests not accompanied by this information may be returned for additional information, which will delay the process.

(For Treasury Use ONLY)

Check #: \_\_\_\_\_ Line Item on Balance Sheet: \_\_\_\_\_

Date of check: \_\_\_/\_\_\_/\_\_\_ Account debited: \_\_\_\_\_