

**OROVILLE YOUTH SOCCER CLUB
REQUEST FOR CHECK / REIMBURSEMENT**

Instructions:

- Expense reports are to be submitted after each event.
- ORIGINAL receipts/invoice must be attached. NO EXCEPTIONS
- Expenses will only be submitted with proper documentation.

Your Information

Person Requesting Check - _____
Board Member Position - _____

Expense Information

Requesting Check (Vendor Invoice) Requesting Reimbursement (Paid out of Pocket)

Requested Date - _____

Description of Expense - _____

Budget Category - _____	Amount - \$ _____
_____	Amount - \$ _____
_____	Amount - \$ _____
	Total Expense - \$ _____

Payable to - _____

Payable Address - _____

For Processing Only

Approval By-

President/Vice President _____	Date - _____
Director of Program/Event _____	Date - _____

Check Payable to - _____

Budget Category - _____	Amount - _____
Check Number - _____	Date - _____