# PALM HARBOR NIGHTHAWKS CHECK REQUEST

USE THIS FORM TO REQUEST A CHECK AND TO INDICATE FROM WHICH PLAYERS' ACCOUNTS THE FUNDS ARE TO COME

| | | |
|---|---|---|
| Department | | Request # |
| Club ONLY - Team No. and Description | | |
| Club ONLY - Team Manager (n/a if #99) | | |
| Prepared By | | |
| Payable To | | |

## What is this Check For?

| Jersey # | Player Name (Last, First) | Acct | Reason / Description | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | $0.00 |

**Attach a copy of invoice or price quote - Supporting Documentation is Required**

## What Should Be Done With The Check When It Is Ready?

- ☐ Mail To _____
- ☐ Will Pick Up - Call When Ready  Phone #: _____
- ☐ Other _____

## Departments

Each disbursement should be for a specific department of the club

| | |
|---|---|
| Club | Competitive Teams |
| Fall Rec | Fall Recreational League |
| Spring Rec | Spring Recreational Leage |
| GYSA | GYSA |
| Fall | Fall Tournament |
| Spring | Spring Tournament |
| Concession | Concession Stand |

## ACCOUNTS

Use these account codes to classify your request

| | |
|---|---|
| 7155 | Coaches/trainers |
| 7190 | Equipment expense |
| 7195 | Fundraising costs |
| 7215 | Miscellaneous expense |
| 7250 | Referee fees |
| 7270 | Registration fees - tournaments |
| 7280 | Repairs/mtnc - equip |
| 7315 | Supplies - office |
| 7320 | Supplies - first aid/other |
| 7325 | Tournament related expenses (travel/ meals) |
| 3200 | Volunteer Deposit refund |

## Teams

| Team Listing | |
|---|---|
| 99 | No Specific Team |
| A34 | U9 - Girls DEV |
| A31 | U9 - Girls |
| 011 | U10 - Girls GRN |
| 012 | U10 - Girls BLK |
| 131 | U11 - Girls |
| 231 | U12 - Girls |
| 411 | U14 - Girls |
| 611 | U16 - Girls |
| 811 | U18 - Girls |
| A24 | U9 - Boys DEV |
| A21 | U9 - Boys |
| 021 | U10 - Boys BLK |
| 022 | U10 - Boys GRN |
| 121 | U11 - Boys BLK |
| 122 | U11 - Boys GRN |
| 221 | U12 - Boys BLK |
| 222 | U12 - Boys GRN |
| 223 | U12 - Boys WHT |
| 224 | U13 - Boys |
| 401 | U14 - Boys |
| 901 | U18/19 - Boys |

## Treasurer Use Only

(date)

- ☐ Faxed this document and invoice/support to 727.214.3428
- ☐ Hand delivered this document and invoice/support to Bret Jardine
- ☐ E-mailed this document and invoice/support to bjardine@tampabay.rr.com

Check # _____
Date _____
Written By _____
Signed By _____