

Smyrna Soccer Club



Check payment request

Date Requested: _____

Requested by: _____

Phone numbers _____

Email address _____

Signature of requester: _____

For internal use:	
Received	
Accepted	
Declined	
Reason	
Date paid	
Check #	
Initials	

REV 2005-09

Check amount \$ _____ Approval Signature I _____

One signature of an Executive Board member if amount was approved in the budget

Please provide original receipts for amounts over \$25

Approval Signature II _____

Two signatures are required if any part of the amount was not approved in the budget

Check payable to: _____

Mail Check to: _____

Street address

City

State

Zip

Comments / Notes: _____

Please specify the general category of this expenditure and check the box for non-budgeted amounts:

if check amount covers more than one category - make sure the sum total is equal to the amount requested.

Adv / Publicity	\$ _____	Registration	\$ _____
Camps	\$ _____	Referees	\$ _____
Coaching expenditure	\$ _____	Board/Gen & Admin	\$ _____
Concession	\$ _____	Special Events	\$ _____
Consulting&Trainers	\$ _____	Sponsorships	\$ _____
Dues & Membership	\$ _____	Technology	\$ _____
Fields & Equipment	\$ _____	Tournaments	\$ _____
Misc. Exp	\$ _____	Travel / Meetings	\$ _____

Explanation form misc. expense: _____

Checks are issued on the 2nd and 4th Monday of each month - provided that:

- 1) Properly completed and signed form is received by the treasurer no later than 6:00 PM on the 1st or 3rd Wednesday of the month.
- 2) Non-Budgeted amounts have received prior board approval and the form is signed by two Executive Board Members

Please follow the following steps:

- 1) Form is completed and signed by a Director - on behalf of themselves, a vendor or a club member
- 2) Form must be signed by one Executive Board members (President, VP, Secretary, or Treasure) for budgeted amounts
- 3) Form must be signed by two Executive Board members (President, VP, Secretary, or Treasure) for non-budgeted amounts
- 3) Completed form is faxed or arrives in the mail by due date.

Mailing Address P.O. Box 813192 Smyrna Ga 30081