

Team Funds Payment Request Form (Revised 9/7/2023)



- Copies/Photos of Original Receipt(s) or an Invoice is required.
- Payment will be made if sufficient monies available in the Team Fund account.
- Separate forms must be filled out for **each person reimbursed or vendor to be paid**
- Please allow 7-10 days for reimbursement to be mailed. Invoices/Online Purchases will be paid ASAP.

Request for Team Fund Payment or Reimbursement		
Sport/Team Fund: Total Amount Requested: \$ _____	Date of Request:	Purchase Date:
<input type="checkbox"/> Pay Invoice Directly or Make Online Purchase (Amazon preferred - see below) <input type="checkbox"/> Reimburse a Parent/Coach (check will be mailed or PayPal) <input type="checkbox"/> Multiple People (attach list for fundraiser winners)		
If Pay by Check Check Payable To: Mailing Address for Check:	If Reimburse via PayPal PayPal Address:	
Description of Expense And/Or Paste Links to Items to Purchase:		
Expense Category If the total amount is for multiple purposes, please indicate the amount for each category. <ul style="list-style-type: none"> <input type="checkbox"/> Coach Development/Association Membership: \$ _____ <i>Dues or Training for HS & MS Coaches</i> <input type="checkbox"/> Equipment: \$ _____ <i>Equipment for use with the team (will be property of the Athletic. Dept)</i> <input type="checkbox"/> Fundraiser Expense: \$ _____ <i>Expenses for fundraisers to profit the Team Fund</i> <input type="checkbox"/> Player Development: \$ _____ <i>Specialized coaching/training, Camp related, Camp Coaches</i> <input type="checkbox"/> Team Gear/Uniforms: \$ _____ <i>Items to be worn/used by Players or Coaches (players/coaches will own)</i> <input type="checkbox"/> Snacks/Meals: \$ _____ <i>Meals & Drinks for Team and/or Coaches (no reimbursements for alcohol)</i> <input type="checkbox"/> Spirit Items: \$ _____ <i>Ranger branded merchandise to be sold to Fans/Parents to raise money for the Team Fund</i> <input type="checkbox"/> Transportation \$ _____ <i>Busing, ride share, etc</i> <input type="checkbox"/> Miscellaneous \$ _____ <i>Other Team fund expenses, Senior Night etc</i> 		
Team Fund Representatives - Both Coach and Booster Rep must email with approval		
	Name	Telephone #
Coach		
Booster Rep		
EMAIL YOUR REQUEST Save this completed form and attach it to an email with all Invoices/Receipts to TeamFunds@GoLakewood.org Both Head Coach and Booster Rep must be cc'd / included in the email. Email approval from both Coach and Booster Rep must be made for payment to be processed.		