**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.

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| **Request for Team Fund Payment or Reimbursement** |
| Sport/Team Fund:      Total Amount Requested: $       | Date of Request:      | Purchase Date:       |
| [ ]  Pay Invoice Directly or Make Online Purchase (Amazon preferred - see below)[ ]  Reimburse a Parent/Coach (check will be mailed or PayPal)[ ]  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.[ ]  Coach Development/Association Membership: $       *Dues or Training for HS & MS Coaches*[ ]  Equipment: $       *Equipment for use with the team (will be property of the Athletic. Dept)*[ ]  Fundraiser Expense: $       *Expenses for fundraisers to profit the Team Fund*[ ]  Player Development: $       *Specialized coaching/training, Camp related, Camp Coaches*[ ]  Team Gear/Uniforms: $       *Items to be worn/used by Players or Coaches (players/coaches will own)*[ ]  Snacks/Meals: $       *Meals & Drinks for Team and/or Coaches (no reimbursements for alcohol)*[ ]  Spirit Items: $       *Ranger branded merchandise to be sold to Fans/Parents to raise money for the Team Fund*[ ]  Transportation $       *Busing, ride share, etc*[ ]  Miscellaneous $       *Other Team fund expenses, Senior Night etc* |
| **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.** |