Lakewood Athletic Boosters

**Team Funds Payment Request Form**

* Copies/Photos of Original Receipt(s) or an Invoice is required
* Payment will only be disbursed if there are 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 5-7 days for reimbursement to be mailed. Invoices will be paid ASAP.

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| **Request for Team Fund Payment** |
| Date of Request:      | Date of Purchase/Invoice:       | [ ]  Pay Vendor Directly[ ]  Reimburse Parent/Coach[ ]  Multiple People\* |
| Team Fund:  | Name of Requester:       |
| Total Amount Requested: $       | Check Payable To:       \*For multiple checks (ie. fundraiser winners), attach list of **exact** names and amounts. All checks will be available for pick up and distribution. |
| Mailing Address for Check:       |
| Web Address to Pay Vendor Online:       |
| Description of Expense:       |
| **Purpose of Expense** 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*[ ]  Miscellaneous $       *Other Team fund expenses, Senior Night etc* |
| **Team Representatives** Both Coach and Team Parent must sign paper form or email approval  |
|  | Name | Telephone # |
| Coach |       |       |
| Parent Rep |       |       |
| **SUBMIT YOUR REQUEST**Save this completed form and email all Invoices/Receipts to **TeamFunds@GoLakewood.org**Both Head Coach and Team Parent must be cc’d / included in the email. **Email approval from both Coach and Team Parent must be made for payment to be processed.** |