



Requisition/Expense Form

Date: _____

Requisition # _____

(Treasurer to Assign)

<u>Account</u>		<u>Type</u>
10-Concessions	110-Promotional	11-Supplies
20-Cookie Dough	120-Event Nights	112-Redbird Rally
30-Trivia Night	130-Team/Pgm Events	114-Give Aways
40-Brat Bry	140-Equipment	121-Parents Night
50-50/50 Raffle	150-Tournament Travel	122-Youth Night
60-Pink Night	180-Post Season	123-Senior Night Food
	190-Club Admin	124-Senior Night Gifts
		124-Awards Night
		141-Program Equipment
		144-Concessions Upgrades
		151-Hotel
		153-Team Meals
		181-Food,other
		196-Misc

Account	Type	Description	Debit** Amount	Amount
TOTAL to be reimbursed				

** if debit card used, record all purchases made using debit, but do not include in total to be reimbursed

Name: _____
Please Print

Signature: _____

Approved: _____
Treasurer

Approved: _____
President

* Two signatures required if total purchase is \$50 or over.
**Receipts are required at time of remittance. Please attach to Requisition Form.