



## Requisition/Expense Form

Date: \_\_\_\_\_

Requisition # \_\_\_\_\_

(Treasurer to Assign)

<u>Account</u>		<u>Type</u>	
10-Concessions	110-Promotional	11-Supplies	123-Senior Night & Gifts
20-Cookie Dough	120-Event Nights	101-Summer Leagues	124-Awards Night / Banquet
30-Trivia Night	130-Team/Pgm Events	102-Summer Coaches	141-Program Equipment
40-Brat Bry	140-Equipment	103-Summer Tourns	142-Concessions Equipment
50-50/50 Raffle	150-Tournament Travel	111-Team Posters	143-Other Program Expense
60-Pink Night	170-Program Shirts	112-Redbird Rally (Beads)	151-Hotel
70-Apparel	180-Post Season	113-Varsity 'Rep' Shirts	152-Bus
100-Summer Tourns	190-Club Admin	121-Parents Night	196-Admin Supplies
		122-Youth Night	197-Miscellaneous

Account	Type	Description	Debit** Amount	Amount
<b>TOTAL to be reimbursed</b>				

\*\* 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.