



PAYMENT REQUEST FORM

Use this form to take out money your team has deposited with WTA Tiger Boosters. Each vendor requires a separate form, but one vendor may have multiple invoices. The steps to get your team's bills paid are:

1. Fill out form in its entirety. If you are paying an invoice (like for spirit wear), be sure to have that available.
2. Email completed copy of the form to **AP.Treasurer@wilsontigerboosters.org**. Include any documentation (invoice etc). If you have an email receipt, PDF it and send it as an attachment. DO NOT send the original email.
3. Tiger Boosters accounts payable treasurer will verify that your account has the necessary balance to cover this check request. If it does, we will issue a check within two weeks. *** Tiger Boosters has the right to overdraw a team's account to cover an expense solely at its discretion. Level of activity and fundraising efforts may be considered when making this decision.***

Team/Event* _____ **Date** _____

Contact Name _____ **Role (coach, parent, etc.)** _____

Email _____ **Mobile #** _____

**Fundraisers have their own general ledgers, so do NOT include team name here, only event name.*

CHECK PAYABLE TO:

Payee Name _____	Contact Name _____
Address 1 _____	Email Address _____
City State Zip _____	Amount _____
Phone # _____	Date Due _____

All fields are required

PURPOSE: (check appropriate category)

_____ City & admin fees (DDOT, DCRA, MPD, etc.)	_____ Event entry fees (tournaments, meets, matches, etc.)	_____ Operations costs (s/w, event help, etc.)
_____ Coach stipend/bonus	_____ Hotel/accommodations	_____ Transportation
_____ COGS (cost of goods sold)	_____ Meals/food	_____ Uniforms/spirit wear
_____ Donation/grant	_____ Non-cash gifts/decorations	_____ Other
_____ Equipment	_____ Officials (referees)	_____ Other

Name & Date of Event or Any Additional Information such as if payment is urgent or credit card payment is required

Be sure to attach any necessary receipts, invoices or purchase orders. No checks will be issued without verification or documentation. Checks will be mailed unless other arrangements are made.

TEAM USE ONLY	
Approved by Team/Event Treasurer:	Initial/date