

SPORT CLUBS FINANCIAL WITHDRAWAL FORM

CLUB _____ **DATE** _____

TOTAL WITHDRAWAL _____

STARTING BALANCE _____

WITHDRAWAL AMOUNT _____

NEW BALANCE _____

Reasoning for Withdrawal

- EQUIPMENT**
- LEAGUE/MEMBERSHIP DUES**
- REFEREE FEES**
- TRAVEL**
- CLUB MEALS**
- OTHER (EXPLAIN)**

What type of payment?

- ACCOUNT TRANSFER** (must have account # for transfer)
- REIMBURSEMENT** (Must have formal receipt)
- CREDIT CARD** (must have for invoice)
- CHECK PAYMENT** (Must have form, invoice or official voucher)

Name and address where check should be mailed (if applicable) _____

PAYMENT DUE DATE _____ **SIGNATURE** _____

OFFICER POSITION _____ **PHONE NUMBER** _____

NAME OF OFFICER _____ **EMAIL ADDRESS** _____

Good financial management is essential to the success of a club. By signing this form, I authorize that the money being requested to be withdrawn will be used for a legitimate expense for my club. I understand that as the officer requesting these funds, I am responsible to make sure that they will be spent in the manner that is indicated on this form. I also understand that is the responsibility of myself and the club officers for the club's financial accountability and knowledge, to include account balances, operating expenses, and other applicable funding matters.

PLEASE ATTACH RECEIPTS, INVOICES, OR OFFICIAL VOUCHERS TO THIS FORM.
NO REIMBURSEMENTS WILL BE MADE, OR CHECKS ISSUED, WITHOUT PROPER RECEIPTS OR INVOICES.