



AYSO REGION 56
 P.O. Box 8205
 Huntington Beach, CA 92646

CHECK REQUEST (Expense Reimbursement/Invoice Payment)

Date Requested _____	Date Needed _____
Requested by _____	Check Payee _____
Ck Delivery Method (pickup, mail, etc.) _____	Address _____
Phone _____	_____
Email _____	Attention _____

Acct #	Season (Fall, Allstars, Spring)	Expense Details (Be specific- Identify event if any, item to be reimbursed, period covered, used for _____, etc.)	Amount
Total Check Request			

- | | |
|---|---|
| <p>Acct # Income Accounts</p> <p>4005 Registration Fees</p> <p>4021 Tournaments/Player Camps</p> <p>4031 Cultural Exchange</p> <p>4040 Fundraising Receipts (specify event)</p> <p>4041 Fundraising Other (donations)</p> <p>4310 Sponsors/Contributions (sponsors, directed scholarships)</p> <p>4959 Other Income (e.g. concession sales)</p>
<p>Acct # Expense Accounts</p> <p>4006 Registration Fee Refund</p> <p>5101 Uniforms – Players</p> <p>5103 Uniforms – Referees</p> <p>5111 Field Expense</p> <p>5115 Park Fees (Use Fees)</p> | <p>5146 Equipment & Storage</p> <p>5229 Tournaments/Player Camps</p> <p>5239 Cultural Exchange Expense</p> <p>5241 Playoff Expense</p> <p>5255 Pictures, Yearbook, Advertising</p> <p>5261 Fundraising Expense (merchandise)</p> <p>5262 Fundraising Other Expense</p> <p>5274 Awards, Trophys, Scholarships</p> <p>5431 Clinics – Player Training</p> <p>5432 Clinics - Coaches</p> <p>5433 Clinics - Referees</p> <p>7515 Telephone, Internet Expense</p> <p>7535 Postage</p> <p>7625 Office Supplies</p> <p>7695 Misc. Expense (Explain)</p> |
|---|---|

PLEASE ATTACH INVOICE, PURCHASE ORDER, RECEIPT OR ANY OTHER DOCUMENT TO VERIFY PAYMENT OF EXPENSE.

THANK YOU!

If you have any questions or you require assistance, please call Mike Meer at (714) 745 - 8986 or send email to treasurer@ayso56.org