



# EXPENSE REQUEST FORM

This form serves as a REQUEST to purchase, and must be completed and submitted to the Sport Clubs Office BEFORE any purchase can be made for your club. All Expense Requests must be approved by the Program Coordinator. The approval process can take up to one month, and all requests risk being denied. Plan ahead.

All incomplete requests will be returned to your club mailbox and will not be processed until the information has been corrected/completed. Clubs are responsible for maintaining a positive balance with their club account. Failure to do so may result in suspension of spending or other Sport Clubs privileges or possible fines.

CLUB INFORMATION			
CLUB NAME		TREASURER NAME AND EMAIL	
		DATE	
VENDOR INFORMATION			
COMPANY NAME		CONTACT NAME	
STREET ADDRESS		TELEPHONE NUMBER	
CITY, STATE ZIP CODE		FAX NUMBER	
PAYMENT DETAILS			
TOTAL COST: \$		IS THIS AMOUNT AN ESTIMATE OR ACTUAL EXPENSE?	
<input type="radio"/> CREDIT CARD (MUST SCHEDULE APPOINTMENT WITH SPORT CLUBS COORDINATOR TO MAKE PAYMENT)		<input type="radio"/> CHECK	
PAYMENT JUSTIFICATION INFORMATION			
<i>Below is an <b>example</b> of a payment justification information section. Please make sure to be as detailed as possible with this information. Any incomplete information in this section may delay payment. If you have any questions about this section, please contact Sport Clubs Office Staff.</i>			
<ul style="list-style-type: none"> <li>- <b>Who:</b> Women's Rugby Club</li> <li>- <b>What:</b> Club apparel - 50 maroon dri-wic fan apparel t-shirts (20 small, 10 medium, 10 large, 10 X-large)</li> <li>- <b>Where:</b> Rugby Athletic; Minnetonka, MN</li> <li>- <b>When:</b> 05/14/2013</li> <li>- <b>Why:</b> For the club to sell to fans during fundraising events, league matches, or other special events.</li> </ul>			
<b>WHO (Who are you making this purchase for?):</b>			
<b>WHAT (What are you purchasing? Make sure to include specific product information such as color, sizes, quantities, etc.):</b>			
<b>WHERE (Where is the vendor located?):</b>			
<b>WHEN (When will you be using these items? For hotel stays or rental cars please put entire rental/trip period and what the reservation name is):</b>			
<b>WHY (Why are you making this purchase?):</b>			
OFFICE USE ONLY			
Account # 1026-10140 - _____	Account Code	Received	Ledger
Additional Details:		Planned Expense Form Details	
CC	CHECK	(W9)	P.O.
To Accounting ____/____/____			