

# ERAA Expense Requisition

1. Indicate expense category funds will be drawn from.
2. Attach receipts/invoices to this form.
3. Get Director/Coordinator signature, where applicable.
4. Submit completed form to ERAA Treasurer.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Summary of Expenses: \_\_\_\_\_

<b>Expenses</b>		<b>Sport</b>
<input type="checkbox"/> Refunds	<input type="checkbox"/> Internet Expense	<input type="checkbox"/> Admin
<input type="checkbox"/> Uniforms	<input type="checkbox"/> Legal/Tax Expense	<input type="checkbox"/> Baseball
<input type="checkbox"/> Equipment	<input type="checkbox"/> Miscellaneous Expense	<input type="checkbox"/> Basketball
<input type="checkbox"/> League Fees		<input type="checkbox"/> Football
<input type="checkbox"/> Referees/Umpires		<input type="checkbox"/> Soccer
<input type="checkbox"/> Field/Gym/Dome Costs		<input type="checkbox"/> Softball
<input type="checkbox"/> Invitational Tournament Costs		<input type="checkbox"/> Track & Field
<input type="checkbox"/> Tournament Entry Costs		<input type="checkbox"/> Volleyball
<input type="checkbox"/> Spiritwear Cost		<input type="checkbox"/> Wrestling
<input type="checkbox"/> Concession Cost		
<input type="checkbox"/> Fundraising Cost		
<input type="checkbox"/> Clinic Cost		
<input type="checkbox"/> Membership Cost		
<input type="checkbox"/> Insurance		<input type="checkbox"/> Boys Traveling
<input type="checkbox"/> Postage		<input type="checkbox"/> Girls Traveling
<input type="checkbox"/> Printing		<input type="checkbox"/> Boys Developmental
<input type="checkbox"/> Office Supplies		<input type="checkbox"/> Girls Developmental
<input type="checkbox"/> Phone/Computer		<input type="checkbox"/> Tackle
<input type="checkbox"/> Utilities		<input type="checkbox"/> Flag
<input type="checkbox"/> Rental Fees		

Check here if expenses include postage    Amount of postage: \$ \_\_\_\_\_

Check payable to: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

P.O. #: \_\_\_\_\_ Invoice # \_\_\_\_\_ Check date \_\_\_\_\_

\_\_\_\_\_  
Director/Coordinator's Signature (if applicable)

\_\_\_\_\_  
President's Signature (if applicable)

\_\_\_\_\_  
Treasurer's Signature