

Overlake Athletic Club

Request for reimbursement/payment and account charge

Please attach your receipt(s), invoice, authorized quote or other supporting documentation to this form and complete the information below. Supporting documents need to match the requested amount. Upon completion, place in an envelope addressed to the "OAC Treasurer" and place it in the OAC box in the front office for authorization or email the completed form, with scanned documents, to OAC officers for approval and processing. Please use one form for each check requested.

Date of Request: _____ Total Amount \$ _____

Payee and purchase details:

Make Check Payable to _____

Address _____

P.O. Box _____

City, State, Zip _____

_____ mail to Payee? or _____ Hold in Front Office?

Please describe the nature of the good or service purchased:

Please Check Expense Category:

- | | | |
|---|--|---|
| <input type="checkbox"/> Team Event | <input type="checkbox"/> Uniforms or clothing | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Goods for resale | <input type="checkbox"/> Food & drink |
| <input type="checkbox"/> Photo, video/technical | <input type="checkbox"/> Awards/Letter/Certs | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> copy/printing | <input type="checkbox"/> Stamps/Mailing | |
| <input type="checkbox"/> Gifts | <input type="checkbox"/> Other – pls specify _____ | |

IMPORTANT: If these charges are to be billed back to student accounts, you must attach a roster of student names (and account numbers if available). **No checks will be issued without this.**

Requesters Name**: _____ Signature**: _____

Phone or Email: _____

For purchases charged to OAC that are over \$100

Required OAC approvals:

Approvals: Treasurer** _____ Date: _____

Approvals: OAC President** _____ Date: _____

Note: **Names and "signature" requirements may be fulfilled by including the email string and related approvals. All emails, including the string of approvals and scanned documents, in the end, should be sent to Overlake Finance for processing and recording.

