



REIMBURSEMENT FORM  
TEAM SPONSORSHIP MONIES

DATE OF REQUEST \_\_\_\_\_

CHECK REQUESTED BY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_

COACH'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TEAM MOM: \_\_\_\_\_ PHONE: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

RECEIPT FROM: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

MAIL CHECK TO: \_\_\_\_\_

**Receipts/Estimates MUST accompany all requests!!!**

The expected turn around time for any reimbursements is (7) seven days.

The form & receipts, within an envelope may be turned into the snack bar for processing.

All requests are subject to approval by the Sponsorship Coordinator & Treasurer.

If you have any questions, please email:

Dorri Satchell, Treasurer    treasurer602@earthlink.net

Heidi Rodriguez, Sponsor Coordinator    hrgreeneyes@yahoo.com

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AYSO Region 602 Office Use Only:

AMOUNT APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

CHECK ISSUED BY: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

NOTES: \_\_\_\_\_

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