



# TRAINER PAYMENT PROCEDURE AND REQUEST FORM

Please complete this form in order for the Club to process Team Trainer Payments. Complete the first section only, "Payment Request Details", directly in the PDF form. Save a copy and email/provide to the Treasurer, Ken Bordieri, at **treasurer@portsoccerclub.com** one week prior to the monthly coaches meeting. Make team checks payable to "PWSC" and either provide at the meeting or mail to the Treasurer (contact Treasurer prior to mailing). Trainer checks will be processed and distributed at the monthly club meeting or can be mailed to the trainer directly. Outside of the monthly meeting, check processing will take approximately one week. All payments **require** a completed form and team check.

Date: \_\_\_\_\_

### Payment Request Details

Team Name : \_\_\_\_\_

Coach Name : \_\_\_\_\_

Trainer Name : \_\_\_\_\_

Training Date Range : \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_ Check \_\_\_\_\_ Online \_\_\_\_\_ (please select)

Make check payable to: \_\_\_\_\_

Payment #1 Amount : \_\_\_\_\_ Payment # 1 Date : \_\_\_\_\_

Payment #2 Amount : \_\_\_\_\_ (if required) Payment # 2 Date : \_\_\_\_\_

-----  

### Team Payment In Details

Amount Received : \_\_\_\_\_

Check Name : \_\_\_\_\_ Check # : \_\_\_\_\_

OR

Online Payment Date : \_\_\_\_\_ Online Payment Ref # : \_\_\_\_\_

### PWSC Payment Out Details

Approved by: 1. Team Coach / Representative \_\_\_\_\_

Approved by: 2. Club President \_\_\_\_\_

Approved by: 3. Club Treasurer \_\_\_\_\_

PWSC Check (1) # \_\_\_\_\_ PWSC Check (2) # \_\_\_\_\_

OR

PWSC Online Ref (1) # \_\_\_\_\_ PWSC Online Ref (2) # \_\_\_\_\_