



PWSC Check Request Form

To have an invoice paid, or to receive reimbursement for expenses paid, please complete this form and attach any corresponding invoice(s) or receipt(s) and highlight the total to be reimbursed on the receipts/invoices. Completed form and receipts can be e-mailed to **treasurer@portsoccerclub.com** or given to the treasurer at the monthly meeting.

For referee fees, please complete the form and attach the team's schedule for the season.

Please remember that the PWSC is a 501(c)3 organization and therefore does not pay sales tax on items we purchase.

Date: _____

Your Name: _____ Telephone #: _____

Amount: \$ _____

Make check payable to: _____

Reason for check request (please give details) :

Approved by: 1. Club President _____

Approved by: 2. V.P. of _____

PWSC Check # _____