# Request for Funds



|  |  |
| --- | --- |
| **Date Needed:** |  |
| **Amount Requested:** | **$** |
| **Made Payable To:** |  |
|  |
| Hold for Pickup  Mail |
|  |  |
| **Requested By:** |  |
| **Department/Team#:** |  |
| **Accounting Course/Team Control #:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Office Expenses – 5300 | | **Class Expenses – 5400** | | **Sport Expenses - 5500** | |
| 5301 Copier | $ | 5401 Instructors | $ | 5501 Officiating | $ |
| 5302 Postage | $ | 5402 Custodial Fees | $ | 5502 Custodial Fees | $ |
| 5303 Phone | $ | 5403 Facility Rental Fee | $ | 5503 Uniforms/T-Shirts | $ |
| 5304 Office Supplies | $ | 5404 Awards | $ | 5504 Awards | $ |
| 5305 Flyer | $ | 5405 T-Shirts | $ | 5505 Field Maint. | $ |
| 5320 Prof. Fees | $ | 5407 Contracted Services | $ | 5506 Field/Gym Rental | $ |
| 5330 PC Maint. | $ | 5408 Program Supplies | $ | 5507 Clock/Book | $ |
| 5342 Mileage | $ | 5410 Class Postage/Flyer | $ | 5508 Equipment | $ |
| 5399 Misc. Cost | $ | 5420 Refreshments | $ | 5511 Transportation | $ |
|  |  | 5450 Fundraiser Exp. | $ | 5520 Refreshments | $ |
|  |  | 5499 Misc. Cost | $ | 5521 Concessions | $ |
| NOTES: | | | | 5530 Coach/Clinicians | $ |
| 5531 Site Coordinator | $ |
| 5532 Tourney/League | $ |
| 5533 Contracted Service | $ |
| 5540 Custodial Supplies | $ |
| 5550 Fundraiser Exp. | $ |
| 5560 Sport Sponsorships | $ |
| 5599 Misc. Cost | $ |