



## REQUEST FOR CHECK FORM

Warrington Soccer Club  
 P.O. Box 605  
 Warrington Pennsylvania 18976  
 215-343-7470  
[www.warringtonsoccerpa.org](http://www.warringtonsoccerpa.org)

<b>Date of request:</b>	
<b>Requested by (name/title):</b>	
<b>Amount Requested (\$):</b>	
<b>Date check is required:</b>	
<b>Category of Expense/Budget Line:</b>	
<b>Description of Expense:</b>	
<b>If applicable, specify Travel or Intramural:</b>	
<b>Check to be written to:</b>	
<b>mailing address</b>	
<b>Specify Supporting Document(s) Attached:</b> (note: documents must meet requirements below)	
<b>Signature of Requester:</b>	

Mail completed form and supporting documents to: Warrington Soccer Club, Attention: Treasurer, P.O. Box 605, Warrington PA 18976

REQUIRED DOCUMENTS	
<b>Payment to Vendor for services rendered:</b>	An invoice payable to the vendor is to be presented. Checks will be mailed directly to vendor.
<b>Payment for future contracted services:</b>	An invoice and contract for service must be provided payable to vendor.
<b>Tournament fees:</b>	Completed application with request for payment along with mailing address for tournament.
<b>Individual Reimbursement:</b>	Receipts for merchandise/services. If amount was paid with check, copies of both sides of a canceled check are required. If paid with credit card, credit card statement (with personal information blacked out).
CHECK REQUEST POLICIES	
<b>If the check request is greater than \$500, approval by the full Executive Committee is required.</b>	
<b>Warrington Soccer's policy is that reimbursements made to individuals are to be minimized. Any reimbursement request over \$250 to individuals must be approved by the full Executive Committee.</b>	
<b>For requests to pay individuals as trainers, or any type of independent contractor work, W9s must be on file for individuals before payment will be made.</b>	
<b>Check requests must be received at least 7 days in advance of check required date.</b>	

Do not write in area below- for WSC use only.	
Approvals verified:	
Documents verified:	
Budgt verification:	
GL code:	
Check number:	
Date issued:	
W9 on file:	