



# Expense Request

## Form 100

### Goodrich Soccer Club, Inc

Michele Snyder, GSC Treasurer, email: [dwsmlld@comcast.net](mailto:dwsmlld@comcast.net),  
phone 810 -513-0092 (it is ok to email this form filled out to Michelle and follow up to be sure she got it)

Date Requested: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date check must be received by Payee if mailed: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

Receipts/ invoices etc. must be attached showing detail of expense per GSC Inc club policies.  
Original receipt is required for cash expenditures. If invoice is paid in advance, invoice must be marked PAID by the invoice.

Name of Expense Submitter: \_\_\_\_\_

Name which approved budget area these funds must come from:  
\_\_\_\_\_

#### *Check to be issued to:*

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Amount of check requested \$ \_\_\_\_\_

Policy: GSC Treasurer ensures requested funds are being spent on items planned in approved annual budget and funds exist yet in that budget area. If this is not so, check will not be written without email from president, vice president or past president authorizing the expense exception from the budget.

Financial Audit Tracking: Accepted by GSC Treasurer on date: \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_

\_ Entered in GSC official Quicken file date \_\_\_\_\_

\_ Deposited in Oxford Bank date \_\_\_\_\_

\_ Reconciled on Oxford Bank statement date \_\_\_\_\_

\_ Reconciled in periodic independent audit date \_\_\_\_\_