

# Wenatchee Valley Lacrosse Expense Form

Please complete this form for any bills to be paid, or for reimbursement requests.

- Only one payee per form (If you have multiple bills to pay or reimburse please use a separate form for each payee).
- If a reimbursement, please include the name of the Company you paid in the expense description.
- For WWL Club Credit Card payments, please list all transactions and include the company paid with the Credit Card.
- Receipts and/or bills must be attached to the expense form.
- *This form may be filled out on-line and printed.*
- Completed forms are to be turned into the Club Treasurer for payment or reimbursement.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Remit to: \_\_\_\_\_

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

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

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### Total Requested:

Type of Expense	Amount	Description of Expense	Charged to:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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*For Official Use Only:* Received on: \_\_\_\_\_ Recorded in System: \_\_\_\_\_ Check Number: \_\_\_\_\_ Paid on: \_\_\_\_\_  
Treasurer Signature \_\_\_\_\_ Bookkeeper Signature: \_\_\_\_\_