



CHECK REIMBURSEMENT FORM

Effective July 1, 2007, complete this form for reimbursement of authorized expenses; attach receipts, and make a copy for your records.

Mail to: Cottonwood Heights Figure Skating Club, PO Box 712468, Salt Lake City, Utah 84171

REQUESTED BY:

DATE PREPARED:

DATE CHECK WANTED:

AMOUNT:

PAYABLE TO (NAME & ADDRESS, CITY, STATE, ZIP):

MAIL TO (NAME & ADDRESS - IF OTHER THAN PAYEE):

PHONE:

PHONE:

ATTACH RECEIPT(S) OR INVOICE(S) AND BRIEFLY DESCRIBE BELOW (e.g. date, name of store, items purchased, invoice number, etc.)

DESCRIBE PURPOSE OR EXPLANATION OF EXPENSE AND CHECK APPLICABLE EVENT BELOW:

- Oktoberfest
 Club Night
 Test Session
 Ice Show
 Spring Fling
 Banquet
 Club Support
 Fund Raiser
 USFS mtg
 Ice Angelz
 Specify Other:

FOLLOWING SECTIONS TO BE COMPLETED BY AUTHORIZED CHFSC MEMBER (e.g., Event or Committee Chair, Board Member, Treasurer)

APPROVED BY:

DATE:

FINAL APPROVAL BY:

DATE PREPARED:

INDICATE BELOW AMOUNT FOR EACH TYPE OF EXPENSE (be sure to indicate taxes separately):

Club Representative Travel	Costumes	Web Management, Hosting	Office Supplies	Approved Grant Continuing Education Judges	Club License, Permits	
Judges Travel	Show Music	Club Software	Office Equipment Repair, Maintenance	Approved Grant Continuing Education Coaches	Club Dues	
Coaches Travel	Event Staging	Printing & Reproduction	Office Equipment Purchase	Approved Grant Skater Assistance	Club Subscriptions	
Coaching Fees	Flowers, Bouquet	Historian	Skater Equipment Purchase	Approved Grant Skater Travel	Publications, Rule Books	
USFS Member Dues	Competition Awards	Hospitality	Skater Equipment Repair	Approved Grant Professional fees	Insurance	
USFS Skater Test Fees	Test Patches, Medals	Photos	Rink Equipment	Marketing	Bank Charges	Taxes
Postage & Delivery	Competition Participant Prizes	DVD/Video	Ice Time	Gifts, Recognition	Specify Other	