**PLEASANTON VALLEY SWIM CLUB PAYMENT REQUEST**

# Request Date:

**Name:**

**Phone:**

**Address:**

 **e-mail:**

**Event/Program:**

**Event Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipt Number** | **Category (see list below)** | **Supplier/ Store** | **Amount** |
| example receipt: 1 | Swim Team Snack Shack | Costco | 29.85 |
| example receipt: 2 | Facilities | Home Depot | 13.53 |
| example receipt: 2 | Snack Shack | Smart & Final | 6.97 |
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|  |  |  |  |
|  |  |  |  |
|  | TOTAL AMOUNT | $ |

**\*\*\*REQUIRED\*\*\***

Signature of Director or Board Member

**Sign here**

For Bookeeping Use Only Date paid:

Check #:

**PVC Payment Request Directions:**

1. Complete one payment request per person.

1. Attach **ORIGINAL RECEIPTS ONLY**. Copies will NOT be accepted.
2. Number your receipts.
3. One receipt per line. (Example receipt number 1)
4. If a receipt has 2 or more item catagories, list each category on a separate line, with the amount of each category in the amount column. (See example receipt number 2)
5. **Catagories:** (Choose One per line) **FACILITIES, SWIM TEAM CLOTHING, SWIM TEAM SNACK SHACK, SWIM TEAM EQUIPMENT, OFFICE SUPPLIES. SNACK SHACK,** INSURANCE, OTHER
6. Continue on back of form, if more lines are needed.

# 8. DIRECTOR OR BOARD MEMBER MUST SIGN the request form.