

# Northwestern Youth Athletic Association

## Expense Report / Check Request Form

Please attach the original vendor invoice or receipt. The Director of the Sport **must** sign this request. Checks may be issued at the monthly NYAA meeting, **but** at the discretion and convenience of the Treasurer.

Complete this form and return to:

NYAA  
c/o Todd Hernandez  
PO Box 7  
New Tripoli PA 18066

Date: \_\_\_\_\_ Sport : \_\_\_\_\_  
Person Requesting Check: \_\_\_\_\_  
Reason for Check: \_\_\_\_\_  
Amount : \_\_\_\_\_ Purchase Total \_\_\_\_\_ Order \_\_\_\_\_  
Is this a budgeted expense?  Yes  No  
Budget category \_\_\_\_\_  
Director's Signature : \_\_\_\_\_  
Make Check Payable To: \_\_\_\_\_

Please check one:

- Give to Person Requesting Check
- Give to Sports Director
- Mail to: \_\_\_\_\_

### OFFICE USE ONLY

Date Paid: \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Expense Category \_\_\_\_\_