Attach
Receipt/Invoice
Here

Mel Ott Little League, Inc.
377 Meyer Road
P. O. Box 642
Amherst, New York 14226
Phone: 836-6451

PURCHASE AUTHORIZATION / REIMBURSEMENT REQUEST FORM

Request made by:

Name_____ Date:_____

Purchase Authorization Request: ☐ **Reimbursement Request:** ☐

Item to be purchased:_____

Purchased from:_____

Reason for Purchase:_____

Estimated / Actual Cost:_____

Do you need a copy of the Mel Ott tax-exempt certificate? ☐ Yes ☐ No

Remit payment to:_____

Address:_____

_____ _____ _____ _____
President- Chad Israel Date Treasurer- Michael Salvati Date

If total cost is more than $2,500.00, you need both of the following signatures:

_____ _____ _____ _____
President- Chad Israel Date Treasurer- Michael Salvati Date

Accounting use only

O 5000-Administration	O 5600-Grounds Keeping	O 6305-Extravaganza
O 5010-Newsletter	O 5650-Equipment-Maintenance	O 6400-Trophies
O 5015-Safety	O 5660-Miscellaneous	O 6500-Umpires
O 5020-Sponsorship	O 5700-Insurance	O 6520-Metro League
O 5100-Building Maintenance	O 5900-Office Supplies	O 6570-Training
O 5300-Concession	O 5905-Special Events	O 6600-Uniforms
O 5350-Fundraising	O 6000-Postage	O 6610-Banquet
O 5500-Equipment	O 6100-Registration	O 6615-Yearbook
O 5550-Golf Outing	O 6300-Tournament	O 6700-Capital Projects