

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 – Al Rozansky

Date

Vice President – Mike Torrillo

Date

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

President – Al Rozansky

Date

Vice President – Mike Torrillo

Date

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