



# UA Sport Club Reimbursement

## Campus Recreation Check Request - Disbursement Voucher

Date requested: \_\_\_\_\_ Sport Club: \_\_\_\_\_  
 Requested/ prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**UA FRS Account # 2672000**      **Campus Recreation Sub Account:** \_\_\_\_\_

**Business Purpose:** How this benefits the University of Arizona Campus Rec Center operations and team mission. **Description of Reimbursement:** Event, travel dates, purpose of purchase, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Object Code	Description	Amount
6140	In State Travel: Vehicles, airfare, bus, lodging, ect.	\$
6240	Out of State Travel: Vehicles, airfare, bus, lodging, ect.	
5190	Field Supplies: Equipment, balls, nets, tents, cones, etc.	
5310	Uniforms and Clothing:	
5540	Dues: Registration and Conference fees	
	Other:	
<b>Total Expenses</b>		<b>\$</b>

**Make check payable to:** Must match the name listed on current W-9 on file.

Club Team Name/Organization: \_\_\_\_\_

Name of responsible signer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_



**Please attach all supporting document to this from and submit to UA Sport Club Office including:**

- Original itemized paid receipts and/or invoices
- List of Team roster or attendees to conference with statement of citizenship, ie: "All U.S. citizens"
- Event Registration Form for travel reimbursement, previously submitted.

UA Sport Club Director's approval: \_\_\_\_\_ Date: \_\_\_\_\_

**CR Business Office Use:**

W-9:  on file  New Vendor eDoc \_\_\_\_\_, Vendor # \_\_\_\_\_, DV eDoc #: \_\_\_\_\_

Dates: Submitted \_\_\_\_\_ Business Mgr. Approval \_\_\_\_\_ Final \_\_\_\_\_, Check #: \_\_\_\_\_