



UA Sport Club Reimbursement

Campus Recreation Check Request - Disbursement Voucher

Date requested: _____ Sport Club: _____
 Requested/ prepared by: _____ Phone: _____
 Email: _____

UA FRS Account # 2558296 **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:	
Total Expenses		\$

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 #: _____