

CHECK/PAYMENT REQUEST – Apex Cougar Club (2023-24)

- Complete this form and attach pictures/scans or all receipts/invoices (required for **ALL** reimbursements/payments).
- **ONLINE:** Email electronic/scanned info to: payments@apexcougarclub.org Copy AD for AD/Team expenses.
- **PAPER:** Place completed/approved form with receipts/invoices in **TREASURER-PAYABLES** folder in AHS Main Office.
- **APPROVALS:** Treasurers approve Cougar Club Expenses; AD must approve AD Expenses; Team Expenses go to both.
 - **TEAM:** Head Coach submits ALL Team Expenses – if not, head coach must approve any submitted by someone else.
- **COMMUNICATIONS:** Treasurers will directly see all submissions to minimize lost requests.
 - **AD** will **REPLY ALL** with “approved”; Treasurers will streamline Team approvals with AD.
 - Treasurers will **REPLY to Requestor** (online requests) when payments are made and checks are mailed or delivered.

Today's Date: _____ Need Check by: _____

Payable to: _____ Payee additional information: _____

Mail to: _____ Phone: _____

_____ Email: _____

Cougar Club Expense Amount: \$ _____

Category: _____
 (One of these: Comms&Tech, Concessions, Homecoming, Internships, Special Projects, Scholarship, etc.)

Athletic Director Expense Amount: \$ _____ Other: _____

AD-General Awards Education Equipment HoF Maintenance Uniforms
 (Previous “Team Annual Budget” now in “AD-General”)

Team Expense (directly from team account) Amount: \$ _____

Baseball	Basketball (M)	Basketball (W)	Cheerleading	Cross-Country
Dance	Football	Golf (M)	Golf (W)	Gymnastics
Lacrosse (M)	Lacrosse(W)	Soccer (M)	Soccer (W)	Softball
Sports Medicine	Stunt	Swim/Dive	Tennis (M)	Tennis (W)
Track & Field	Volleyball	Wrestling	<i>Special Instructions (Split between team, etc. Note below)</i>	

Requester Info: Name: _____ Sign: _____

Email: _____ Phone: _____

Purpose/Event: _____

Special Instructions: _____

COUGAR CLUB TREASURER'S USE ONLY

APPROVED BY ATHLETIC DIRECTOR? (Sign): _____

Invoice # _____ Check # _____ Date: _____ Total: \$ _____

CC Initials: _____ Notes: _____