



# CLUB SPORTS EXPENSE



Club Sport (circle one): Bowling Cheerleading Dance Equestrian Ice Hockey Rugby

Printed Name of Student Requesting Expenditure \_\_\_\_\_ Team Leadership Role [Officer Title] \_\_\_\_\_

*Only the team president and treasurer are authorized to make purchases until otherwise coordinated with Recreational Services in advance*

#	Item Purchase or Bill Payment (Circle one)	Description <small>Provide a detailed description and explanation of the expense. Please include sizes, dates when items are needed, or any other relevant information. If necessary, use the back of the form for more space.</small>	Vendor Name	Vendor Item Number or Quote/Invoice Number <small>For quotes and invoices, they need to be attached to this form</small>	Cost Per Item	Quantity	EXPENSE TOTAL
1	PURCHASE  PAYMENT						\$
2	PURCHASE  PAYMENT						\$
3	PURCHASE  PAYMENT						\$
4	PURCHASE  PAYMENT						\$

**For any expense exceeding \$6,000, quotes from three vendors are required. Please attach those quotes to this form.**

**W9 INFORMATION:** Is this a new vendor? (Circle one) YES NO UNSURE Is a W9 form attached? (Circle one) YES NO

***If you answered "yes" or "unsure" to the new vendor question then a W9 form is required.***

*Recreational Services Staff Notes:* \_\_\_\_\_

Date Received by Recreational Services \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Recreational Services Professional Staff Member \_\_\_\_\_