

GARDEN STATE SKI CLUB

CHECK REQUEST FORM

PAYEE (Payable to): _____ Amount: \$ _____
(attach invoice, bills or receipts)

Reason for Expense: _____

Event Name (if applicable): _____

Please check one: Expense Reimbursement? _____ OR Event/Trip Refund? _____

Event Completion Date: _____ (refunds must be approved by Event Chair and processed within 30 days of event)

CLUB BUDGET EXPENDITURE (for board use only):				
President:	Treasurer:	Secretary:	VT Lodge VP:	VT Lodge VP:
<input type="checkbox"/> Board Meetings	<input type="checkbox"/> Prof Fees	<input type="checkbox"/> Directory	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Oil
<input type="checkbox"/> Contingency Fund	<input type="checkbox"/> Bad Checks	<input type="checkbox"/> Liftline	<input type="checkbox"/> Cleaning Service	<input type="checkbox"/> Postage
<input type="checkbox"/> Event Allowance	<input type="checkbox"/> Bank Charges	<input type="checkbox"/> Membership	<input type="checkbox"/> Comm. Meetings	<input type="checkbox"/> Property Taxes
<input type="checkbox"/> Theme Nights	<input type="checkbox"/> Hot Line	<input type="checkbox"/> Minutes	<input type="checkbox"/> Comm. Misc. Exp.	<input type="checkbox"/> Security
<input type="checkbox"/> Audio/Camera	<input type="checkbox"/> General Admin	<input type="checkbox"/> Sunshine	<input type="checkbox"/> Electric	<input type="checkbox"/> Snowplow/Lawn
	<input type="checkbox"/> Insurance (split)	<input type="checkbox"/> Brunch	<input type="checkbox"/> Emergency Repairs	<input type="checkbox"/> Telephone
Ski VP:	<input type="checkbox"/> Website/Domain		<input type="checkbox"/> Firewood	<input type="checkbox"/> Waste Removal
<input type="checkbox"/> Instruction		JR Delegate:	<input type="checkbox"/> Groceries/Food	<input type="checkbox"/> Water System
<input type="checkbox"/> Racing	Ski VP:	<input type="checkbox"/> Banquet	<input type="checkbox"/> Insurance (split)	<input type="checkbox"/> Work WE Food
<input type="checkbox"/> Race Awards	<input type="checkbox"/> Social Event	<input type="checkbox"/> Banquet Awards	<input type="checkbox"/> Supplies	<input type="checkbox"/> Maintenance
	(see event name above)	<input type="checkbox"/> Jamboree		

Other (please explain) _____
 Deposit, Capital (VT Lodge) or other asset expenditures Board approved? Y / N
 Lift Tickets (MUST be approved by Ski VP, Treasurer, President and one additional board member)

SPECIAL INSTRUCTIONS AND DESCRIPTIONS:

Additional Description? _____
Split Charge? (specify categories and amounts) _____
Other Fiscal Year (charge back)? Specify Year: _____
Mail check? Include address _____

APPROVALS (Please have all proper approvals before submitting to Treasurer for payment):

Payment requested by: _____ Date: _____

Event Chairperson signature: _____ Date: _____
(Required for event refund and expense reimbursements)

Board Member: _____ Date: _____
(MUST be signed by responsible Board Member or President)

President: _____ Date: _____
(Required for capital and lift tickets)

Treasurer: _____ Date: _____
(Required for lift tickets ONLY)

Additional Board Member: _____ Date: _____
(Required for lift tickets ONLY)

BELOW FOR TREASURER USE ONLY

Check #: _____ Amount: \$ _____ Dated: / / _____ Posted: _____