

# Claim Reimbursement / Cash Request Form

Send claim to your League Administrator or Chairman for Approval

## Cash claims are limited to \$500

All payments over \$500 should be arranged through Football Operations



Payee:

Payee Details Form

- New Form required whenever details change

Submitted:

Yes (Y) or No (N)

SBS Form

- New Form required every five years

Submitted:

Yes (Y) or No (N)

Circle Reason for Claim:

Expense Reimbursement

Prearranged Cash Payments

Honorarium

Amount Claimed:

Invoices/Receipts Submitted:

Yes (Y) or No (N)

**To make any claim for reimbursement or honorarium you must have supplied a Payee Details Form and a Statement by Supplier Form**

Select Preferred Payment Option:

*Check 1 only*

Cheque:

**OR**

Direct Deposit:

**OR**

Cash:

Pick up time

*Only available for Prearranged Cash Payments*

League Committee/Board Approval:

Expenditure Account:

*Refer to Budget Allocations*

Payment Authorised by:

*Print Name*

League/Board Role:

Date:

AFLSC League:

Seniors

Juniors - Shoalhaven

Juniors - Illawarra

*Please Circle or Underline*