

SCSHA Treasurer Request Form

Please Have All Receipts Stapled Together with this Sheet Along with Committee Chair or Co-Chair Signature before handing to Treasurer. Please Print Legibly.

Thank you.

- Today's Date: _____ / _____ / 20_____
- Name: _____
- Club Name: _____
- Committee Name: _____
- Check Payable To: _____
- Total Amount: _____
- Items: _____

Please Circle One Option on Each Line Below.

- All Receipts Attached: Yes No
- Require Payment: Yes No
- Fundraising Turn In: Yes No
- Horse Show Turn In: Yes No

Committee Chair / Co-Chair Signature: _____

Official Use Only Check Number: _____ Check Date: _____ / _____ / 20_____

Instructions on How to Fill in Treasurer Request Form

1. Write in today's date on the *Today's Date* line.
2. Fill in the person's name submitting the sheet on the *Name* line.
3. For the *Club Name* line, fill in the club you belong to.
4. The *Committee Name* line is for the name of the Committee's budget to be updated, when turning in receipts for payment.
5. For the *Check Payable To* line, write in the name of the person the check should be made out to, if different than the person listed on the top *Name* line.
6. On the *Total Amount* line, write in the total dollar amount needed for reimbursement.
7. On the *Items* line, put the items that were purchased with these funds. This line that can be left blank if funds are being turned in. Please note that Miscellaneous is not acceptable for this line.
8. Each of the four *Yes* and *No* lines must be answered by circling the appropriate response to each question.
9. The last line is for the Committee Chair or Co-Chair this sheet is being submitted against. This allows the Chair or Co-Chair to be made aware of what is being turned in against their budget for their tracking purposes.

Thank you for taking the time to fill out this paperwork in order to help the Summit County Saddle Horse Treasurer track the funds and budgets better.