

To complete this Check Request, follow the steps listed below and submit all necessary documents to your CSA.

Step 1: Download Form & Save to your computer. Forms not formatted properly will be returned.

Step 2: Complete this form with accurate information.

Step 3: Compile invoice, payment link, proof of cost, etc. (see additional detail below)

Step 4: Double check entered expenses match proof of cost.

Step 5: Email completed form and cost document(s) to your CSA.

Written documentation must be attached. For tournament and entry fees, provide a flyer announcing the event or email specifying the costs from the tournament director. For League/Association dues, upload the invoice or appropriate registration forms.

Date: _____

Club Name: _____

Name of Requester: _____

Payment Due Date: _____

League/Association/Tournament: _____

Total Cost: _____

Name of Company/Association: _____

Check to be Made Out To: _____

Address: _____

City, State, Zip: _____

Email of Company Representative (used to set up vendor as needed): _____

Requester Signature: _____ Date: _____

Check requests will take 4-6 weeks to process. If the vendor is not in the system already, it will be closer to 6-8 weeks.

Checks CANNOT be sent to members of your team or coaches. Checks may only be sent to vendors.

Transfer requests or online payments are quicker; you'll be advised as needed.