



## Spring 2023 Reimbursement Form

Today's Date: \_\_\_\_\_ Team Name: \_\_\_\_\_

Coach Name: \_\_\_\_\_ Purchaser Name: \_\_\_\_\_

Expense Total: \_\_\_\_\_ Reimbursement Total: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Vendor(s): \_\_\_\_\_

Items Purchased: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reimbursement requests will only be accepted from the head coach of the team and checks will only be issued to the head coach. It is the head coach's responsibility to issue any refunds to others that may purchase items on their behalf.**

**Any unused team funds will be absorbed by the league at the end of the season. The final date to submit receipts for reimbursement from the Spring 2023 Season will be June 12, 2023. This is a hard date and late receipts will not be accepted.**

- Once the form is completed email to the Treasurer at [finance.nwgs@gmail.com](mailto:finance.nwgs@gmail.com) along with the receipts.
- The email "Subject Line" should include the Division AND Team Name.
- Once a reimbursement request has been submitted and verified, a check will be written.
- Reimbursement checks will be available for pickup in the Snack Bar when it is open.
- Please contact Somer Romero at either (702)743-2528 (text/call) or email [finance.nwgs@gmail.com](mailto:finance.nwgs@gmail.com) with any questions or concerns.