



Spring 2024 Reimbursement Form

Today's Date: _____ TeamName: _____

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 2024 Season will be June 15, 2024. 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 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 or Zelle will be issued.
- Reimbursement checks will be available for pickup in the Snack Bar when it is open.
- Please email finance.nwgs@gmail.com with any questions or concerns.