

**San Marino National Little League
Payment/Reimbursement Form**



Payable to:	
Address:	
City, State, Zip:	
Email:	
Phone:	
Delivery Instructions (1):	

Date	Description	Account # (See (2) below)	Amount
TOTAL			

Requested by: _____
Print Name

_____ *Signature*

Date: _____

Date: _____

Exec Board approval (if necessary) _____

Exec Board Signature required if the Requestor is not on the Exec Board

(1) Indicate whether the check is to be mailed to the payee, yourself, or picked up by the requestor. If blank, it will be mailed to the payee.

(2) See "Chart of Accounts" on the next page for the appropriate account number.

**PLEASE ATTACH INVOICE(S) / RECEIPT(S)
KEEP A COPY FOR YOUR RECORDS UNTIL THE SEASON CONCLUDES**

Area for Treasurer Use Only (Not to be completed by Requestor)

President / VP Finance _____ *Signature* **Date:** _____

SMNLL CHART OF ACCOUNTS

revised 2/17/2010

<u>Account Number</u>	<u>Description</u>
20X	Administration Expenses
20-200	Charter Fees
20-205	Tournament fees
20-210	District 17 Contribution
20-215	Registration Software
20-220	Dodger Night Ticket Cost
20-225	Credit Card Fees
20-230	Bank Service Charges
20-235	Treasury Expense
20-240	Board Meeting Expense
20-245	Admin Other
25X	Communication Expenses
25-250	Tribune Ads
25-255	Website Costs
25-256	Constant Contact Expense
25-260	Player Picture Day
25-265	Year Book Printing
25-275	Signs - Sponsorship
30X	Operations Expenses
30-300	Field Repairs/Supplies - Reg Season
30-301	Monthly Field Maintenance
30-305	Field Crew - Reg Season
30-312	Fence Crew - Reg Season
30-315	Game Equipment - Reg Season
30-320	Uniforms - Reg Season
30-325	Umpires - Reg Season
30-330	Scorekeepers - Reg Season
30-338	Other Expense - Reg Season
30-34X	Post Season Expenses
30-341	Field Crew - Post Season
30-342	Fence Crew - Post Season
30-343	Other - Post Season
40X	Snack Bar Costs
40-400	Snack Bar Labor
40-405	Food
40-410	Other Snack Bar Costs
42X	Merchandise Expenses
42-420	Merchandise
45X	Development

45-450	Development Expenses
47X	Safety
47-470	Safety Training
47-475	First Aid Supplies
47-480	Background Checks
50X	Events
50-500	Opening Day
50-503	Home Run Derby
50-505	Closing Day
50-510	Trophies & Plaques
50-515	New Family Orientation
50-530	Board Dinner/Year End Party
60X	Other Expenses
60-600	Special Projects
60-600-A	Infield Improvements
60-601	Snack Bar Renovation
60-602	Valentine Dugouts
60-603	Field House Renovation
60-604	PM Field Improvement
60-605	Major Equipment Purchases
60-606	Annual Preseason Prep
60-610	Prior Year Expenses
60-615	All Star Travel
60-620	Contingency

Form Instructions

- Form information can be input directly into the pdf and printed
- To avoid check processing delays, please provide as much information as possible
- INDICATE THE PREFERRED DELIVERY METHOD OF THE CHECK IN THE "DELIVERY INSTRUCTIONS" LINE; OTHERWISE, IT WILL BE MAILED TO THE PAYEE
- Use the Chart of Accounts (pages 2 & 3) to identify the 5 digit Account Number in which the expense(s) will be charged against; if there are any questions, please contact VP Finance
- If you are not on the Executive Board, then have the Executive Board member who authorized the transaction(s) sign the Form
- Print your name, date, and sign the Form; you **do not need** to obtain the President's or VP Finance's signature
- To avoid unnecessary delays, please Include all relevant invoice(s)/receipt(s) with your submission
- Please submit all documentation to the Treasurer; contact information can be found on SMNLL's website: www.smnll.org
- KEEP A COPY FOR YOUR RECORDS UNTIL THE SEASON CONCLUDES