



# Wheeler Athletic Association (WAA) Expense/Disbursement Form

Sport/Team : \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date Submitted:: \_\_\_\_\_

**Choose Budget Category:**

Awards/Senior

Night

Banquet

Coach Stipend

Equipment

Subscriptions

Team Meals

Tournaments

Misc

**What type of Disbursement (Request)?:**

Check Request

Electronic Payment

Payee: \_\_\_\_\_

Check Disbursement (address): \_\_\_\_\_

Name of Officer/Coach authorizing  
request: \_\_\_\_\_

Description/Purpose		Amount

Total Amount of Disbursement/Expense Request: \$ \_\_\_\_\_

**Please make sure you have made copies for your records**

**For Treasurer's Use Only Below**

Date Written: \_\_\_\_\_

Check #/Debit Card/ACH: \_\_\_\_\_

How Disbursed: \_\_\_\_\_

Comments: \_\_\_\_\_