

# AYSO Region 13 Reimbursement Request Form

**Instructions:** For reimbursement, please complete this form and submit it to the Treasurer at 711 W. Woodbury Rd.  
"E" Altadena, CA 91001

The total requested reimbursement must be allocated between coded categories.  
Incomplete or incorrectly completed requests will be returned without payment.  
Please attach all receipts in the space provided on the back of this form.

**Requestor Information:**

Name: \_\_\_\_\_ phone (h) \_\_\_\_\_  
Address: \_\_\_\_\_ phone (w) \_\_\_\_\_  
City & Zip: \_\_\_\_\_ email \_\_\_\_\_

<p>Total Reimbursement requested: \$ _____</p> <p>Date request submitted: _____</p> <p><b><u>5255 – Ad, Newsletter, photos</u></b></p> <p>\$ _____ Copying &amp; Printing – General          _____ Parent Handbook expenses          _____ Registration C&amp;P          _____ Soccer books/videos          _____ Newsletter expenses          _____ Games schedule C&amp;P</p> <p><b><u>5274 – Awards, trophies &amp; scholarships</u></b></p> <p>\$ _____ Regular Season medals &amp; pins          _____ Regular Season trophies          _____ All Star awards          _____ Coach plaques          _____ Referee recognition/retention          _____ Coach recognition/retention          _____ Board recognition/retention          _____ Sportsmanship awards          _____ Volunteer incentives</p> <p><b><u>5431 – Clinics/Coaches &amp; Refs</u></b></p> <p>\$ _____ Referee instruction/communication          _____ Coach instruction/communication          _____ Safe Haven instruction/communication          _____ Paid Regional trainer expenses</p> <p><b><u>5239 – Cultural Exchange</u></b></p> <p>\$ _____ Tournament checks</p>	<p><b><u>5111 – Field Expenses</u></b></p> <p>\$ _____ Field paint &amp; supplies          _____ Goals &amp; Nets          _____ fertilizer          _____ field labor          _____ field maintenance (water/lights)          _____ field permits/citations          _____ field storage units/locks          _____ field improvements</p> <p><b><u>5261 – Fund Raising Expenses</u></b></p> <p>\$ _____ Holiday Camp expenses          _____ Summer Camp expenses          _____ Soccerama expenses          _____ Sponsorship expenses/plaques          _____ Picture Day expenses          _____ SBT Expenses          _____ MST Expenses</p> <p><b><u>7695 – Postage/Supplies</u></b></p> <p>\$ _____ Postage (general)          _____ Postage (registration)          _____ Postage (newsletter)          _____ Supplies (general)          _____ Supplies (registration)          _____ Coach administration/registration          _____ Referee administration/registration</p> <p><b><u>5146 – Soccer Equipment &amp; Storage</u></b></p> <p>\$ _____ Soccer Balls          _____ Flags &amp; Cones          _____ Equipment rental/repairs          _____ Clubhouse Expenses          _____ Board equipment &amp; supplies</p>
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**7401 – Travel, meetings, phone**

\$ \_\_\_\_\_ telephones

\_\_\_\_\_ meetings – board & admin

\_\_\_\_\_ meetings – registration

\_\_\_\_\_ meetings – fundraising

\_\_\_\_\_ meetings – retreat

\_\_\_\_\_ meetings – volunteers

\_\_\_\_\_ Section meeting

\_\_\_\_\_ National meeting

**5101 – Uniforms – players/coaches/officials**

\$ \_\_\_\_\_ Regular Season uniforms

\_\_\_\_\_ All Star uniforms

\_\_\_\_\_ All Star clothing

\_\_\_\_\_ Grad Series uniforms

\_\_\_\_\_ Grad Series clothing

\_\_\_\_\_ Board clothing & equipment

\_\_\_\_\_ Coach clothing & equipment

\_\_\_\_\_ Referee clothing & equipment

**8595 – Other Expenses**

\$ \_\_\_\_\_ Opening Day expenses

\_\_\_\_\_ Community Relations

\_\_\_\_\_ Administrative Assistance

Please attach receipts here:

Date paid: \_\_\_\_\_ ck# \_\_\_\_\_