



# Olive Pony Baseball

## Expense Voucher Request



**Requested By:** \_\_\_\_\_ **Payable to:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

Select whether you would like electronic payment with Zelle or a payment by check. Please provide one of the following below to help us quickly process your request.

**Zelle Account**

(phone number/email linked to account): \_\_\_\_\_

**Address**

(check will be mailed): \_\_\_\_\_

Please provide the following information and attach receipts or other supporting documentation for this request. Requests can be emailed to [christy.churney@oliveponybaseball.com](mailto:christy.churney@oliveponybaseball.com)

Date	Description of Purchase	Amount
		\$
Total		\$

Please indicate the budget line these items should be charged against. Please note that if funds are not available in a team account, the request will not be completed until funds are deposited into the account.

<b>Budget Line</b> (team name or board position)	
<b>Team Manager and division</b> (if applicable)	

Treasurer Use Only

**Date Received:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**Zelle Transaction Number:** \_\_\_\_\_ **or Check Number:** \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_