

EXPENSE APPROVAL APPLICATION FORM



Quinns Districts Netball Club Inc.

Name:

Club Position:

Date: / /

Contact Details: Phone:

Email:

Application details:

Details of Funds Required: Course \$

Equipment \$

Uniform \$

Stationery \$

Fees (Player/Umpire) \$

Other \$

TOTAL COST: \$

APPROVED AMOUNT FUNDED BY QDNC: \$

(ALL QUOTES, INVOICES OR RECEIPTS must be submitted with this application)

Payment to be made to: Supplier Applicant

If Applicant is to be reimbursed, please provide:

Banking Institution: Account Name:

BSB: Account Number:

Applicant Name: Signature:

Funding/reimbursement details

What are the benefits to the Club?

SIGNATURE/APPROVAL (by President or Vice President only)

Print name:

Position:

Signature:

Date:

Committee Consent required: YES / NO
MEETING DATE CONSENT MINUTED:

NOT APPROVED (see below)

Treasurer use only:

Date form received:

Confirm quote/invoice/receipt attached: YES / NO

Entered into MYOB:

Payment made/method payment:

Remittance sent:

Details of requests NOT approved:

REIMBURSEMENT PROCESS



**Quinns Districts
Netball Club Inc.**

- 1) **A request for reimbursement should be applied for PRIOR to any purchase being made.**
- 2) **NO quote or invoice will be paid, or reimbursement paid by the Treasurer, without the prior written consent of the President or Vice President.**
- 3) **No funds will be paid without a completed and signed "Reimbursement Request Application Form" (form #1). A quote, invoice or receipt must accompany this form.**
- 4) **Only the President or Vice President is permitted to sign the "Reimbursement Request Application Form".**
- 5) **Payments or reimbursements for items such as association and player fees, training fees, coach or umpire accreditation, uniforms, equipment or stationary may be authorised by the President or Vice President without the prior consent of the committee.**
- 6) **Other items (i.e. such as trophies, end of year activities, end of year gifts but not limited to) may require committee consent prior to reimbursements being authorised.**