



Northview Athletic Association
Check Request Form

Sports Team: _____

DATE: _____

Requested by: _____

Method of delivery: Mail _____ Folder at NHS _____

Paid To Name: _____

Address: _____

NOTE: Receipts must accompany form

Account	Description	Amount
4010 - Advertising Expense	Expense of advertising sporting events.	
4100 - Awards/Gifts Expense	Expense of awards and gifts.	
4300 - Banquet Expense	Expense to stage banquet (kickoff, year end, etc.)	
4400 - Camps Expense	Expense for individuals/team to participate in camp.	
4405 - Jr Titan Youth Camp Expense	Expense incurred facilitating a Jr Titan camp.	
4500 - Coach Development Expense	Coaching publications, workshops, seminars, etc.	
4600 - Coach Expense	Coach equipment, paraphernalia and tools.	
4700 - Coach Attire Expense	Articles of clothing for coaches.	
4800 - Coach Dues Expense	Dues and expenses for professional organizations.	
4900 - Spiritwear Expense	Cost incurred for spiritwear sold for fundraising.	
4910 - Concessions Expense	Cost of supplies and items sold as concessions.	
5015 - Tournament Expense	Expense incurred when team/individual participate in a tournament.	
5020 - Senior Celebration Expense	Expense incurred recognizing seniors.	
5025 - Training Expense	Expense of training activities.	
5030 - Sponsor Expense	Expense relating to sponsors (not signage).	
5100 - Equipment Expense	Purchase of equipment relating to team sport (goals, balls, etc.)	
5200 - Facility Improvement Expense	Cost to maintain, repair, or improve fields, buildings and other Northview facilities.	
5300 - Facility Rental Expense	Rental of facilities for use by Northview teams or Booster.	
5400 - Fundraising Expense	Materials, supplies, food, merchandise, etc. used for fundraising activity.	
5600 - Supplies & Materials Expense	Expense pertaining to office supplies or administrative costs.	
6000 - General Signage Expense	Expense of signage not relating to sponsors.	
6300 - Travel Expense	Expense incurred for team travel.	
6400 - Uniform Expense	Expense of team uniforms and apparel.	
6500 - Meal Expense	Cost of team meals, snacks and refreshments.	
6505 - Postage Expense	Expense of postage.	
6520 - Printing and Reproduction	Printing, copies, forms and reproduction.	
6535 - Team Photographic Expense	Cost of team photos, videos of games and/or practices.	
6600 - Officiating	Cost of officials for games.	
6700 - Program Expenses	Expenses incurred to create programs.	
6850 - Website Expense	Website expenses incurred.	
6900 - Tournament Hosting Expense	Expenses incurred when hosting a tournament.	
6920 - Sponsor Sign Expense	Expenses incurred producing sponsor signage.	
Miscellaneous	Explain: _____ _____	

TOTAL AMOUNT OF CHECK: _____

TREASURER ONLY

CHECK #: _____

DATE: _____

CHECK ISSUED BY: _____

APPROVED BY: _____