



ACE Cheerleading Athletes Association

2018-2019 REIMBURSEMENT/TRANSFER REQUEST FORM

DATE: _____ TEAM(S): _____

ATHLETE(S) NAME: _____

PHONE: _____ EMAIL: _____

MEMBER NAME: _____

AMOUNT REQUESTED (SPECIFIC AMOUNT OR ALL AVAILABLE): _____

PLEASE CIRCLE ONLY ONE: REIMBURSEMENT TRANSFER

SIGNATURE: _____

POLICIES:

For a REIMBURSEMENT:

- Your ACE Account must be up to date. Verification will be done before a cheque is written.
- Only **MANDATORY** fees paid will be reimbursed (ie. travel fees, uniforms, registration).
- Funds may be carried forward to the next year, but not for multiple years; funds may not be transferred to another family.
- When an athlete leaves ACE any outstanding balances must be requested within 30 days of their last day. Any monies not requested will be gifted back to ACAA.
- Only amounts available in athlete account as of date submitted can be transferred. Money not yet received for events worked or sales fundraisers submitted prior to date requested will not be considered or applied. **NO EXCEPTIONS.**
- Must hold a current ACAA Membership

For a TRANSFER:

- Monies can be transferred for any amounts owing to ACE for **MANDATORY** fees, (ie. travel fees, uniforms, registration).
- Only amounts available in athlete account as of date submitted can be transferred. Money not yet received for events worked or sales fundraisers submitted prior to date requested will not be considered or applied. **NO EXCEPTIONS.**
- Monies transferred to ACE from your ACAA account are not eligible for reimbursement
- Must hold a current ACAA Membership



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Reimbursement and transfer forms will be accepted and processed on the following dates (No exceptions):

Forms due by June 1, for transfer/reimbursement by June 15, 2018

Forms due by July 15, for transfer/reimbursement by August 1, 2018

Forms due by September 15, for transfer/reimbursement by October 1, 2018

Forms due by November 15, for transfer/reimbursement by December 1, 2018

Additional dates will be added for 2019 transfer/reimbursements.

- * An additional date may be added to accommodate Worlds payments if necessary

COMPLETED FORMS SHOULE BE EMAILED TO THE TREASURER OR DROPPED OFF IN THE MAILBOXES AT EITHER GYM

If you have any questions please contact treasurer@aceaa.ca

Office use:

Approved **yes** **no**

Chq date:_____ **Chq amount:**_____ **Chq number:**_____