



FUNDS DISBURSEMENT FORM

INSTRUCTIONS:

1. Fill in the fields of the form and save a copy, please rename (ex: Sport-Desc-FDR.pdf)
2. Organize all receipts, invoices or purchase orders
3. Attach FDR to email and send for authorizations ("signatures"), include receipts/invoices/po's
4. Ensure that all authorizations are obtained before submitting to the Foundation for processing. Submit final to: **forms@lcchsfoundation.org** **ensure all items are still attached**

DATE:

1. REQUESTER INFORMATION:

Purpose:

Club/Team/Committee/Dept.:

Requester Name:

Role:

Phone#

2. VENDOR / PAYEE INFORMATION: *Check will be made payable to this information*

Payable To:

Contact Email:

Contact:

Contact Phone:

Address:

City

ST:

Zip:

New Vendor

Existing Vendor

3. CHECK DETAILS: *Please make sure you provide receipts*

PROGRAM:

CODE, DESCRIPTION:

CHECK AMOUNT:

PROGRAM:	CODE, DESCRIPTION:	CHECK AMOUNT:
TOTAL:		

Delivery By: **MAIL** **Pick-Up (Foundation Office)** **NOTES:**

Is this a budgeted item? **YES** **No** **If No, explain need:**

4. SIGNATURES:

Submitted by: Name, Role

Date:

Approved by: Coach/Department Head

Date:

Once all authorizations are in place, email to:
forms@lcchsfoundation.org

Form must be received by Tuesday at noon
to be processed the same week.



LCC HIGH SCHOOL
FOUNDATION

COMMONLY USED CODES

INCOME:

CODE:	Description:
1000	Camps & Clinics Registrations (Out of Season)
1230	Designated Donations (ie: Trip, Seniors, etc)
1235	Parent Donations (General Program Donation)
1310	Sponsorships
1330	Banquet Funds (Entire program)
1390	Concessions
1400	Restaurant Nights
1550	Misc Fundraising Income
1640	Signs and Banners - Sponsorships
1690	Spirit Gear (Non Uniform Gear)
1790	Tournament Hosting
1850	Travel

EXPENSE:

CODE:	Description:
2390	Concession Expense
2550	Misc Fund Raising Expense
2640	Signs & Banners Expense (Sponsorships)
2690	Spirit Gear Expense
2330	Banquet Expenses
2890	Video Expense (Hudl, Veo, etc)
3110	Dues & Subscriptions
6030	Appreciation/Recognition (Coach, Volunteers, etc)
6035	Senior Appreciation (Graduating Players)
6040	Coach Stipends (Non-District Paid Coach(es))
6045	Specialized Instructors (Non-District Paid)
6060	Coaches Training (Non-District Paid)
6123	Equipment & Supplies (Balls, Whistles, Clipboards, etc.)
6126	Printing (Copies, Flyers, etc)
6205	Misc Program Expense
6215	Camps and Clinics Coach/es Stipends (Out of Season)
6220	Program Insurance (Camps, Clinics, out of season)
6390	Team Tournaments
6400	Team Meals Expense
6420	Travel
6460	Uniforms