

CLUB SPORTS SPENDING REQUEST

(Pre-Approval from the Competitive Sports Professional Staff is required for all non-emergency spending).

Name: _____ Club: _____ Date: _____

Email Address: _____ Club Email: _____ Phone #: _____

Have you set up a vendor profile to be reimbursed by UGA in the past? (circle one) YES NO

If no: please create a vendor profile by visiting this link. (Business Type: Individual. Accept Purchase orders: No)

Item: _____ Store/Website: _____ Cost: _____

Requested Spending: _____

Grand Total: 0

CANNOT BE LEFT BLANK:

Justification of Spending:
(Please attach a letter of
Justification if spending
Is for membership dues)

Spending can either be reimbursed to a club member who uses a personal account or paid directly from the UGA club account. **We cannot reimburse spending done from an outside club account.** I understand that it is my responsibility to retain the **itemized, original receipt** and set up an appointment with Melissa Mitchell (706-542-5060, melissa.mitchell@uga.edu) after the purchases have been made in a timely fashion. The reimbursement will be sent as a check to the purchaser.

If you would like Competitive Sports to handle spending directly, you must provide **AT MINIMUM TWO WEEKS NOTICE for all payment methods.** Checks issued by UGA undergo an approval process and cannot be sent out immediately. We MUST have an invoice in order to pay ahead of time. Please keep this in mind if you need entry fees paid in full by the day of the competition. It is sometimes possible to pay via online methods; contact Melissa Mitchell (706-542-5060, melissa.mitchell@uga.edu) to discuss.

Purchasing Method (circle one): REIMBURSEMENT*for entry fees, hotels, INVOICE ONLINE/PCARD *not available
or travel costs please use student travel form. for league/membership dues

Requester's Signature (no electronic signatures): _____

Club President/Treasurer Signature (no electronic signatures): _____

Return Completed Form to Melissa Mitchell in room 201 Ramsey Student Center or email to melissa.mitchell@uga.edu.

You will receive an approval email approving spending. Funds spent pre-approval are NOT GUARANTEED.

Business Staff Use Only:

Current Budget Balance: _____ Business Staff Initials: _____

Competitive Sports Professional Staff Approval: _____ Date: _____

Funds approved from: ALLOCATED DEPOSITED

Provided invoice or online link (if applicable?): _____