



CRYHA
REQUEST FOR PAYMENT FORM

Date: ___ / ___ / ___

Requestor: _____

Payable To: _____

Approver Signature: _____

Address Remittance To (or internal mailbox):

Value: _____

Payment Reason: _____

Invoice/Receipt Date: ___ / ___ / ___

PLEASE ATTACH INVOICE OR RECEIPT

Additional Information:

Instructions: This form must be complete prior to receiving payment from the CRYHA treasurer. Complete both sides of the form. Payment approver is identified on the back of the form. Reference the Board of Directors Listing (website) for current approver contact information.

Expense Category		Expense Limit		Expense or (Revenue) Value (\$)		Examples
Administrative	Approver	Single Item	Annual Total	Check Box		
Banking Fees	Treasurer	\$150	\$150			Monthly Service Charge, Check Printing
Meetings	President	\$100	\$500			Association Meeting Door Pizes, Meeting refreshments
Advertising	Trav/House Dir	\$150	\$150			Coach want ads, Registration
Newsletter	Secretary	\$300	\$1,000			Newsletter Copying and Postage
Permits, Filings and License	President	\$250	\$250			Filing Fees, EIN, Gambling Permit (until Gambling License)
Misc Postage/Copying	Treasurer	\$100	\$300			Stamps and Copying for misc flyers
Property	Prop Develop	\$250	\$2,000			Misc Admin Property Enhancements, Room Deposits
Registration	Registrar	\$200	\$1,500			Mailing Expense, Labels, Snacks, Copying for registration information including policies
SKATE Program	Secretary	\$250	\$3,500			SKATE meals, patches, flyers, decorations
Sponsorship	Sponsor Coor	\$500	\$2,000			Dasher Boards, Sponsr Posters (expenses lag revenue)
Tryout Fees	Trav/House Dir	\$250	\$1,500			Judge and Referee Wages
Website	Web Coor	\$200	\$1,000			Website Fees
Staff Salary	President	\$0	\$5,500			Concessions, Registrar, Scheduler
Misc Suppliers	Treasurer	\$100	\$250			Toner, Misc copies, paper
Donations for recognition/tragedy	President	\$150	\$200			Misc donations
Scholarships	President	\$0	\$0			For families of crisis
Coaching						
Certification	Trav/House Dir	\$500	\$2,000			CEP Level Training Fees
Goalie Training	Trav/House Dir	\$500	\$7,500			Stauber, Bohaty or equivalent Training
Supplies	Trav/House Dir	\$250	\$400			Coach Training Books or Videos
Coach Reimbursement	Treasurer	\$500	\$3,000			Coach Reinbursement for team
House Refs	Ref Chief	\$1,000	\$2,500			House Program Ref Costs (Charged to team)
Equipment						
Goalie Equipment	Equip Manager	\$500	\$4,500			Goalie Pads, Gloves, Blocker
Socks	Trav/House Dir	\$1,000	\$5,500			Socks for House and Traveling (Charged to Team)
Trophies	House Dir	\$500	\$1,000			Trophies for Mites Teams. Charged to teams
Watter Bottles and Pucks	Trav/House Dir	\$500	\$400			Water Bottles, Black and Blue Pucks (Charged to team)
Jerseys	Sponsor Coor	\$1,500	\$2,500			Sponsorship Jerseys, D10/Stop Patches, Mite Jerseys
Jersey Fund	Treasurer	N/A	\$10,000			Build up Savings for next Jersey Purchase
Misc Equipment	Prop Develop	\$250	\$1,500			Stop Watch, Radar Gun, Shooting Station, Banners
Fundraising						
Calendar Raffle Misc	Fund Dir	\$750	\$4,000			Expenses: Printing, Refreshments, Permit, Supplies; Revenue:
Calendar Raffle Payout/Sales	Fund Dir	\$500	\$14,720			Expenses: Payout; Revenue: Sales (forward predict remainder of years payouts)
Hockey Dance	Fund Dir	\$500	\$2,500			Expenses: Baskets, Decorations, Band, Prizes; Revenue: Door/Raffle Sales, VFW Donation
Pancake Breakfast	Fund Dir	\$200	\$0			Expenses: Food; Revenue: Ticket Sales
Wreaths	Fund Dir	\$200	\$0			Expenses = Revenue
Concessions	Fund Dir	\$1,000	\$2,000			Expenses: Concessions Rent and Insurance; Revenue: Concessions Deposits, Ice Show Deposit
Photo Rebate	Trav/House Dir	N/A	\$0			Revenue: Team Photographer Rebate
Equipment Exchange	Fund Dir	\$100	\$0			Expenses: Seller Reimbursement; Revenue: Sales
Snacks And Such	Fund Dir	\$250	\$0			Expenses: Seller Reimbursement; Revenue: Sales, Working Walmart....
Hosted Tournaments	Tourney Dir	\$1,000	\$0			Expenses: Ice Time, Officials, Equipment...; Revenue: Entry Fee, Tickets....
Misc: Dodge, Wild Game, Supplies	Fund Dir	\$250	\$0			Expenses: Misc Supplies, Revenue: Dodge (Payment and Reimbursement). Cardinal Grill repairs/expenses
Ice/District Costs & Donations						
Girls/Boys HS Donation	President	\$100	\$0			Donate Hours to Redline for Alumni Game or other donations
District Fees	Treasurer	none	\$30,000			D10, MN and USA Hockey Registration and Ref fees (Charged to team)
Ice Related Fees	Treasurer	none	\$165,000			Ice Payments and Registration/Team Fees (Paid by teams)
Tournament Fees	Treasurer	\$750	\$20,000			Association upfront paid tournament fees (Reimbursed from team)
Misc	Treasurer	\$250	\$0			Closing old accounts, Acceleration Mn Program
Gambling Pull Tabs - Bunker						
Loans	Gambling Man	\$0	\$12,500			Expenses: Supplies, booth, licenses.... Loan
Revenue: Donations	Gambling Man	N/A	\$0			Revenue from profits
Loan Repayment	Gambling Man	N/A	\$0			Payment toward any gambling loans and licensing fees