

# United States Orienteering Federation - Check Request Form 2015

Date of request:

Make check payable to:

Amount of check \$ Total due:

Name & Address to mail check:

Date check is needed: [Click here to enter text.](#)

Purpose of expenditure:

Is this a grant or for services to an individual or non-corporation (select Yes/No)? No

If Yes, give recipient's SSN or EIN for IRS reporting [Click here to enter text.](#)

Is this an Expense reimbursement? Yes

If Yes, attach receipts and itemized list of expenditures.

## ***Budget section & line item:***

Check requested by: [Click here to enter text.](#)

Title under which request is made:

Telephone(s):

Email address

Request Signature:

Check Approved by (officer or executive director):

Approval Signature \_\_\_\_\_

## **Attach required invoices, receipts and/or itemized list and mail to:**

USOF Membership & Accounting Office  
PO Box 1444  
Forest Park GA 30298

## **Information and Instructions for the USOF Check Request Form**

1. Please fill in all blanks and respond to all questions on the form.
2. Check request forms must originate from the person who is authorized to spend from the designated budget line item and must be approved before being sent to the M&A Office.
3. All check requests must be within budget.
4. Please allow 2 weeks from the time a signed check request form and all proof attachments are received in the USOF M&A Office for the check to be mailed. If the check will be required in a shorter time period, please contact M&A Office to see if the check can be expedited.
5. The check request form & documentation may be sent via email attachment.
6. If the expenditure will be for a large amount, please plan ahead and notify the M&A Office of the approximately amount and timing of the expenditure. Money may have to be moved between accounts to accommodate large payments.
7. Requests for reimbursement for expenses must include copies of invoices, receipts, credit card statements, or other documentation proof of the expenditure.
8. Payments totaling \$600 or more in a calendar year to an individual or non-corporation business that are not expense reimbursements will be reported to the IRS on form 1099-misc as required by law, therefore we must require a social security or employer tax ID number in advance.
9. When the check is an advance on Team travel (entry fees, accommodations, transportation, etc), the payment of the advance must go to the fund administrator, who is then responsible for providing, all documentation of proof of the expenditure. The check request form for an advance must have attached an itemized list of, with either actual or estimated amounts which add up to the amount requested. Please include entry forms, event information, or other similar documents to substantiate your estimates and a deadline by which time copies of the actual receipts, wire transfers, and invoices will be provided to the M&A Office.
10. Should you have any questions at any time please contact the USOF Membership & Accounting Office