

Deposits:

- 1) Make sure that all checks enclosed are made payable to "Lagrange Soccer League, Inc."
- 2) Make sure your "team name" is written on every check in the Memo field.
- 3) Make sure the funds being deposited are broken out by line items and that the breakdown equals the total deposit

Mail the checks to:

Lagrange Soccer League, Inc.

PO Box 101

Lagrangeville, NY 12540

Attn : Travel Treasurer

Check requests:

- 1) Fill it in with as many details as you can. Make sure you have included WHO the check is payable to and the mailing address where the check should be sent.
- 2) The fastest way to get the check is to email (lsctreasurer@hvc.rr.com) this completed form to me. Or you can mail it to :

Mail the checks to:

Lagrange Soccer League, Inc.

PO Box 101

Lagrangeville, NY 12540

Attn : Travel Treasurer

The checks are mailed out on Thursdays. If your request is received by 11am Tuesday morning, it will be processed and sent out on Thursday. If received after that, it will be completed in the following week.

Please remember that LSC uses a bookkeeper to process the checks. I do not have access to any checks, therefore I am unable to issue any emergency checks.

LaGrange Soccer Club Team Deposit Request

SAMPLE

Deposit Date: 2/1/2014

Team: Lagrange Red Fury

Deposit Total: \$1,000.00

Deposit Breakdown:	Amount	Description - examples include: Registration, Tournament (specify name & date), Fundraiser (specify name and Date)
1	\$200.00	LSC Winter Cup Fundraiser on 2/16/2014
2	\$300.00	Winter Cup Tournament Fee
3	\$200.00	Registration
4	\$300.00	Shamrock Cup Tournament Fee
5		
6		
7		
8		
9		
10		
Total	\$1,000.00	Must match Deposit Total above

LaGrange Soccer Club Team Deposit Request

Deposit Date:

Team:

Deposit Total:

\$0.00

Deposit Breakdown:	Amount	Description - examples include: Registration, Tournament (specify name & date), Fundraiser (specify name and Date)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total	\$-	Must match Deposit Total above

Check Request SAMPLE

Total Amount Requested: \$2,207.65

	Payable To	Amount	Address for mailing	Special Information	Description	Sample Descriptions
1	The Net	\$1,000.00	258 Titusville Rd. Poughkeepsie NY 12603		Field Rental	Field/Gym rental Tournament registration fees Postage Uniforms Trainers Travel Expenses Referee check
2	The T-shirt Place	\$857.65	100 Smith Road Nowheresville, NY 11111		Warmups for Team	
3	The Dome	\$350.00	240 Milton Tpke Milton, NY 12547	needs to be received by 3/15/2014	Tournament Fees	
4						
5						
	Total	\$2,207.65				

Check Request

Total Amount Requested: \$0.00

	Payable To	Amount	Address for mailing	Special Information	Description	Sample Descriptions
1						Field/Gym rental Tournament registration fees Soccer Equipment Uniforms Trainers Reimbursements for payments (*receipts must be submitted for reimbursement payments) Referee check
2						
3						
4						
5						
	Total	\$0.00				