

LaGrange Soccer Club Transaction Request

Deposit:

1. Enter the date
 2. Enter Team name
 3. Confirm all checks are payable to "LaGrange Soccer Club"
 4. Put the total amount of the deposit in the box.
- Deposit detail is not required - team managers are to keep details

Check Request:

1. Enter the date
2. Enter Team name
3. Fill in details in table below (amount, who the check is payable to, mailing address, other)
4. Either send email with request attached or mail it to PO Box

All requests must be received by end of day Wednesday in order for me to receive them from our bookkeeper on Friday. If received after that, it will be completed in the following week. Please remember that LSC uses a bookkeeper to process the checks. The treasurer does not have access to any checks and is unable to issue any emergency checks.

LSC treasurer email: Isctreasurer23@gmail.com

Mailing address: Langrange Soccer Club, PO Box 101, Lagrangeville, NY 12540

Date:

Team:

Deposit Amount:

(include total amount of the deposit in the box)

Check Request:

Amount	Payable To	Address to mail check	Special Information to include (ie. Confirmation #'s, etc to include in memo)