

# Midwest Blackbirds

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## Manager's Tournament Check Request Form

Please complete fully & return to Midwest's Main Office.

Team Level & Coach: \_\_\_\_\_

Requester's Name & Contact Number \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_ Date Check is Needed by: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

### Midwest Staff Only

Date Received Request: \_\_\_\_\_ Check Number & Amount: \_\_\_\_\_

Executive Signature: \_\_\_\_\_

Date of Check Given: \_\_\_\_\_

### Required Attachments for Tournaments

- Copy of tournament flyer & documentation with proof of USA Hockey sanction number *\*if no USA Hockey Sanction number is found, contact the Tournament Organizer to inquire*
- IRS W-9 Form from Tournament Organizer
- Completed envelope addressed to where the check should be mailed
- Completed Tournament Check Request form

### Reimbursement

- Original receipt, for the amount requested
- Completed Tournament Check Request form

