

Midwest Blackbirds



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