



P.O. Box 791
Pequot Lakes, MN 56472
pequotlakesdc@gmail.com

www.pequotlakesdiamondclub.com

Complete & Forward to:

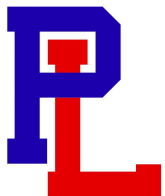
Danny Sargent
Danny_sargent@aol.com

Pequot Lakes Diamond Club, LLC

ATTACHMENTS:

- Invoice
- Receipt
- Any supporting documents

All personal expenses incurred for the PLDC must be submitted within 60 days of purchase in order to be considered for reimbursement. Effective 01/09/22 per Board of Directors.



PEQUOT LAKES DIAMOND CLUB PAYMENT REQUEST FORM

DATE: _____
PAYEE: _____
ADDRESS: _____

AMOUNT: \$ _____ Account Code: _____ Class Code: _____

	<u>ACCOUNT CODES</u>	<u>CLASS CODES</u>
52100	Supplies	00-Gen Admin
52500	Marketing / Sales	01-Board of Directors
53000	Equipment	02-Skill & Coach Development Committee
53500	Facility Rental	03-Sponsorship & Fundraising Committee
54000	Website / Social Media	04-Communications Committee
55000	Insurance	05-Recruitment & Retention Committee
56000	Postage and Delivery	06-Registrar & Website Committee
56500	Uniforms / Attire	07-Compliance Committee
56700	Prizes/Gifts/Awards	08-Tournament Committee
57500	Umpire Fees	09-Volunteer Coordinator
57700	Tournament Fees	10-Field Coordinator
58000	Gate Fees	11-Community Ed Liaison
58500	Housing	12-Golf Tournament Committee
58700	Transportation	13-Special Outings
59200	Food / Drink	14-Games
		15-Tournaments
		16-Equipment Committee

Description: _____

**NOTE: ALL invoices submitted for services rendered by an outside vendor and to be paid directly by PLDC must be billed to Pequot Lakes Diamond Club
To be completed, and payment approved prior to an invoice payment.**

PAYMENT REQUESTED BY: _____

AUTHORIZED BY:
Committee Chair or Board Member: _____

Request Received: _____ Check No.: _____ Date: _____