



# USA TRACK & FIELD REQUEST FOR PAYMENT

Athlete:

Vendor/Contractor:

Volunteer:

Board/Cmtee (Describe): \_\_\_\_\_

Coach:

Other (Describe): \_\_\_\_\_

PLEASE PRINT OR TYPE AND COMPLETE **ALL** PARTS

Payment Type: Check

ACH (Direct Deposit)

**\*\*If ACH requested, please attach Bank Instructions\*\***

Make Payment Payable To:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Payment Request: \_\_\_\_\_

(Event, Program, Date, etc.)

- Per Diem \$ \_\_\_\_\_
- Reimbursement of Expenses (**Receipts must be attached**)
  - Transportation \$ \_\_\_\_\_
  - Housing \$ \_\_\_\_\_
  - Meals \$ \_\_\_\_\_
  - Telephone and Office \$ \_\_\_\_\_
  - Postage and Printing \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_
- Honoraria \$ \_\_\_\_\_  
(Honoraria payment must be made directly to recipient)
- Payment for Service provided \$ \_\_\_\_\_  
(Payment must be made directly to recipient)
- TOTAL \$ \_\_\_\_\_

Please remit to your USATF staff liaison \_\_\_\_\_

**For USATF Office Use:**

**Account Code:** \_\_\_\_\_

**W-9 is on File:**

**Due Date:** \_\_\_\_\_

**W-9 is Attached:**

**Staff Approval:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_