



SPORT DIRECTOR ADVANCE REQUEST FORM

Directions: Please complete this form and submit to **Michelle Roque, Finance & Grant manager** at **mroque@flsports.com**. In order to ensure that your advance is received before competition, please be sure to submit this request **four weeks prior to the date needed**.



Budget Item	Remember to keep the following documentation!	Description / Notes	Amount
Contract Consultant Fees	Consultant Contract		\$
Officials Fees	Officials payment forms		\$
Labor Fees	Cash receipt form		\$
Equipment Expense	Receipts / Invoices		\$
Supply Expense	Receipts / Invoices		\$
Travel - Director	Toll receipts / mileage		\$
Travel - Officials	Toll receipts / mileage		\$
Food & Beverage	Receipts / Invoices		\$
Sanctions	Receipts, Invoices or Form		\$
Transportation	Receipts / Invoices		\$
Other	Receipts / Invoices		\$
TOTAL			\$

Advance Type (please check one):

Check on-site Check mailed

Date advance is needed:

Make Check payable to:

(Must match contract Consultant)

Do you plan to reconcile your sport director budget on-site?

Yes No

I authorize that the above payment be made as an advance from my approved sport budget found as Addendum A of my Contract for Consultant Services with the Florida Sports Foundation and that the above payee receive payment on my behalf. I agree to submit all documentation of expenditures from this advance.

Print Name (Sport Director)

Signature (Sport Director)

Vice President of Amateur Sports

President