



THE MORRIS RUGBY ORGANIZATION

A TAX EXEMPT NEW JERSEY NON-PROFIT WORKING IN

SUPPORT OF AMATEUR ATHLETICS. INCORPORATED 1988

139 Old Changebridge Road, Montville, NJ 07045

REQUEST FOR FUNDS

This requisition form must be used **PRIOR TO PURCHASE OR ORDERING**, for approval of any purchases or expenses **over \$250.00**. Funds will be **reimbursed ONLY** with a valid receipt from the vendor.

Date of Request: _____

Your Name: _____ Phone: _____ Email: _____

Program: () Men () U19 Girls () Youth Flag – town: _____
 () Women () U15 () U19 Boys () Other

Amount Requested: \$_____ Planned Purchase Date: _____

***Has been included in Program Budget?* () Yes () No *If no, how will it be funded?* _____

For Purchase of: _____ Quantity: _____

Purpose: _____

Vendor: _____

UPON APPROVAL: How should we pay the bill?

() Reimburse me
Only with Valid receipt

() Direct Pay-Check
Provide Invoice

() Direct Pay-Debit Card
Provide Invoice

Add'l Info: _____

Email or fax: Fax: 973-252-0248 Email: rcorney@verizon.net Mail: 27 S. Lakeside Ave, Lk Hopatcong, NJ 07849
Email (copy) to vhgrugby@msn.com

For Internal use:

Approval: _____ Date: _____

Category: _____ Receipt Rec'd: _____ Paid date: _____ Check # _____