

REFEREE PAYMENT INSTRUCTIONS

Attached please find two (2) referee payment Purchase Order Requests.

Two payments will be made per season.

All January games must be put in for payment no later than February 10th in order to receive a check the end of February.

All February and March games need to be turned in by April 9th for payment the end of April.

NO PURCHASE ORDER REQUESTS FOR PAYMENT WILL BE ACCEPTED AFTER APRIL 30TH.

- Please print your name and address clearly and include your phone number and email address in case Parks and Recreation has to reach you.
- In order to be paid, ***all games refereed must be listed on the back of the payment form or on a separate sheet showing leagues, dates and times.*** No payment will be made without this information. Be sure to keep an accurate record. Calendar pages are attached to help you keep track of your games.
- ***Your signature and Social Security number are required.***
- Turn into the Parks and Recreation office located at 2 McClure Drive (across from the WT Police Department). Office hours are Monday, Tuesday, Wednesday, and Friday 8:00 a.m. to 5:00 p.m. and Thursday, 8:00 a.m. to 7:00 p.m.

If you have any questions, call 589-3227.

**WASHINGTON TOWNSHIP PARKS & RECREATION
PURCHASE ORDER REQUEST**

DATE: _____

ACCT # T-12-56-860-000-825 _____

SPORT/PROGRAM: BASKETBALL _____

<p>For Parks & Recreation Use</p> <p>DATE PAID: _____</p> <p>CHECK NUMBER: _____</p>

PAYABLE TO: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

_____ **PHONE** _____

LIST THE GAMES REFEREED BY LEAGUE WITH DATES AND TIMES ON THE BACK OF THIS SHEET OR ON A SEPARATE SHEET.

NO PAYMENT WILL BE MADE WITHOUT THIS INFORMATION.

Boys 9 League	Matarazzo	GAMES X \$15.00 =
Boys 10 League	Eliason	GAMES X \$15.00 =
Boys 9-10 Referee Assistant	Clark	GAMES X \$25.00 =
Boys 11 League	Hina	GAMES X \$23.00 =
Boys 12 League	Aquilino	GAMES X \$23.00 =
Boys 13 League	Bertolini	GAMES X \$23.00 =
Boys 14 League	Gerace	GAMES X \$28.00 =
Boys 15 League	Smithson	GAMES X \$28.00 =
Boys 16-18 League	Curl	GAMES X \$35.00 =

Girls 9 League	Bollendorf	GAMES X \$15.00 =
Girls 10 League	Smithson	GAMES X \$15.00 =
Girls 9-10 Referee Assistant	Clark	GAMES X \$25.00 =
Girls 11 League	Lazar	GAMES X \$23.00 =
Girls 12 League	Wescott	GAMES X \$23.00 =
Girls 13-14 League	Mackler	GAMES X \$23.00 =
Girls 15-18 League	Saponara	GAMES X \$30.00 =

TOTAL = _____

I do solemnly declare and certify under the penalties of the law that the above is correct in all its particulars that the articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim that the amount therein stated is justly due and owing and the amount charged is a reasonable one.

Date: _____ Signature of Referee: _____

Social Security No.: _____ **Email Address:** _____

LEAGUE DIRECTOR APPROVAL: _____ **DATE:** _____

<p>Department Head Approval for Payment: _____</p> <p align="center">Title: _____</p>
