Requesting Payment for an Entry Fee or Purchase
Information Necessary for Payment

• Invoice including:
  – Who to pay
  – Payment due
  – Date of payment
  – Itemized goods or services

• Proof of competition for events
Sample Invoices

Purchase

INVOICE

DATE: SEPTEMBER 5, 2014

TO University of Iowa
D2 Hockey Team

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>DISCOUNT</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75 hours</td>
<td>Tuesday Practice 1/14, 1/21, 1/28</td>
<td>170.00</td>
<td>637.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.75 hours</td>
<td>Wednesday practice 1/15, 1/22, 1/29</td>
<td>170.00</td>
<td>637.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL 1275.00
SALES TAX NA
TOTAL 1275.00

Make all checks payable to Coral Ridge Ice Arena
Also please include your federal tax ID number
Thank you for your business!

Entry Fee

Purdue University Women’s Club Volleyball
http://puwvbc.wix.com/main
Treasurer: Kayla Trick
ktrick@purdue.edu
317-437-8770

Invoice

To: Iowa Women’s Volleyball Club

Event: Boilermaker Blackout

Date: February 22-23, 2014

Host: Purdue University Women’s Volleyball Club

Location: CREC (France A. Cordova Recreational Sports Center)

Please make all checks out to: Purdue Women’s Volleyball Club

Send to: Purdue Women’s Club Volleyball
France A. Cordova Recreational Sports Center (CREC)
355 Martin Jischke Drive
West Lafayette, Indiana 47907

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/14</td>
<td>Entry Fee for UIWVBC</td>
<td>$300 per team</td>
<td>1</td>
<td>$300.00</td>
</tr>
<tr>
<td>02/23/14</td>
<td>Entry Fee for UIWVBC</td>
<td>$300 per team</td>
<td>1</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Balance: $300.00

All payments are due by February 1st, 2014, or there will be a $50 late fee.
Sample Proof of Competition