Payment Request Form for Sports Camp Workers

This form is to be used by the camp manager/coach to request the hiring of camp workers.
This form must be completed and submitted at least TWO WEEKS prior to the start of the camp.
This is not to be used for requesting payment for yourself or the manager of the sports camp. That request must be made with the Sponsoring Coach Stipend Request form.

Account Number: _____

Sport: _____

Start date of camp: _____ End date of camp: _____

Contact Person/Coach: _____

In order to be paid by a certain payroll, the Human Resources Office must have completed new hire forms (I-9, W-4s, etc) on hand by the Friday prior to payroll in which the payment is being requested.

NAME	AMOUNT	EMAIL	PRIMARY PHONE #

_____ _____

Name of Coach submitting form Today's Date