

Check Request

Issue Check to: Send Check to:			
Approval by Committee Chair Purpose: Charge to District Account: Approved By: Approval Date: Approval by District Governor Amount Approved: \$ Date of Approval: Budget & Finance Chair Approval: Sequence Number: Bookkeeper use Only: Date of Check: Check Number:	Date of Request:	Requested By:	
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ROTARY DISTRICT 5300

CHECK REQUST AND/OR EXPENSE REIMBURSEMENT INSTRUCTIONS

- 1. Requestor for check/reimbursement completes the top portion of form. All receipts must be attached for approval (originals OR copies are acceptable).
- 2. Requestor forwards completed form to Committee Chair (whose budget is responsible for expense) for approval and signature.
- 3. Committee Chair forwards approved and signed form to District Governor for approval and signature.

Revised: 7/09/18