

ROTARY INTERNATIONAL DISTRICT 7610
PAYMENT APPROVAL REQUEST

This form is applicable only to the use of district funds for district approved activities.
Rotary Year 2016-2017

Company Name: _____

Amount: _____ Date: _____ Invoice No. _____

Purpose: _____

Budget Area: (Check one)

Administration _____ Background Checks _____ Contest Awards _____
Membership/Extension _____ Public Image _____ Training / Conferences / Dinners _____
Youth Exchange _____ Other (Please specify) _____

Budget Line Item Number: _____

Make Check Payable to: _____

Address: _____

Special Instructions:

Member Signature: _____ Date: _____

Approval Recommended: (Check one) YES _____ NO _____

Date Approved or Denied: _____

Signature and Title (DG, DRFC) _____
Date _____ Signature _____ Title _____

*Please attach all invoices or receipts when requesting reimbursement or payment

DG Signature and Date of Final Approval _____
Signature _____ Date _____

Date sent to Treasurer for Payment: _____
Date _____

DG to send request for payment to Scott J. Greenberg, Treasurer.

E-mail to: scottgreenberg2@gmail.com

US Postal Service: Scott J. Greenberg, Treasurer
3208 Mattapan Avenue
Point Pleasant, NJ 08742