

ROTARY INTERNATIONAL DISTRICT 7610
PAYMENT APPROVAL REQUEST

This form is applicable only to the use of district funds for district approved activities.
Rotary Year 2020-2021



Date: _____

Invoice No: _____

Amount: _____

Purpose: _____

Budget Area: (Check one)

Administration: _____ Background Checks: _____

Public Image: _____

Training/Conferences/Dinners: _____

Youth Services: _____

Other (Please specify): _____

Budget Line Item or Number: _____

Make Check Payable to: _____

Address: _____

Special Instructions:

Member Signature: _____ Date: _____

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

Chair Recommendation:

Recommend Approval: (Check one) YES _____ NO _____

District Governor Approval/Disapproval:

Approved: _____ Disapproved: _____

District Governor Signature

Date

DG to send request(s) for payment to District Treasurer

Date sent to Treasurer for Payment: _____

RI District 7610 Treasurer for 2020-2021: John A. (Jake) Almborg

E-mail: john.almborg@earthlink.net

US Postal Service: Rotary International District 7610

Attn: Treasurer

PO Box 4142

Fredericksburg, VA 22402

RID7610Rev20200706