

ROTARY INTERNATIONAL DISTRICT 7610  
PAYMENT APPROVAL REQUEST

This form is applicable only to the use of district funds for district approved activities.  
Rotary Year 2019-2020



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 2019-2020: John A. (Jake) Almborg

E-mail: [john.almborg@earthlink.net](mailto:john.almborg@earthlink.net)

US Postal Service: Rotary International District 7610

Attn: Treasurer

PO Box 4142

Fredericksburg, VA 22402

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