

ROTARY INTERNATIONAL DISTRICT 7610  
PAYMENT APPROVAL REQUEST

This form is applicable only to the use of district funds for district approved activities.  
Rotary Year 2017-2018

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: \_\_\_\_\_  
Date

Signature and Title (DG, DRFC) \_\_\_\_\_  
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 Jake Almborg Treasurer.

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

US Postal Service: 9 Kettlebrook Court  
Stafford VA 22556-3909