



Fidalgo Island Rotary Club & Foundation

Expense Request

Use this form to obtain approval or payment for a club expense or project funding.

Note: All club expenditures *must* be pre-approved. Payment is *not* available for unapproved expenditures.
For payment, submit completed form to club Treasurer.

Part A	Description	Describe the proposed expenditure
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Project name _____

Expense description _____

Expense type Project funding Supplies Travel Fees Other _____

Total amount \$ _____

Documentation I have attached the following itemized detail of the expenditure (*required*):
 Estimate Quotation Invoice Receipt Other _____

Requestor I certify that this expenditure is appropriate for a planned activity of the Fidalgo Island Rotary Club.
 Signature _____
 Name _____ Date _____
 Email _____ Phone _____

Part B	Approval	Before incurring expenditure, obtain approval below
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Budget year _____ *Budget years begin on July 1

Committee Community International Youth services Family of Rotary
 Shipwreck Auction Marketing

Chairperson *On behalf of the above committee, I have reviewed and approve of this expenditure.*
 If total amount is over \$500: I certify that this expenditure has been approved by the Board.
 Signature _____
 Name _____ Date _____

Part C	Payment	Complete this section when requesting payment
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Payment method Mail check to payee below Transfer funds to project account
 (*check one*) Deliver check to requestor above Wire transfer (***attach wire instructions***)

Special instructions _____
For example, information for the memo line of the check

Payment date Please pay on this date: ASAP Other _____

Payee Name _____
 Address _____

 City _____ State _____
 ZIP _____ Country _____

Treasurer use only	Fund and/or Budget	Amount Paid		
			Check #	Date