



**TACOMA NORTH ROTARY  
EXPENSE REIMBURSEMENT REQUEST**

See instructions below to complete the form and send to treasurer

CHECK PAYABLE TO: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

REASON FOR EXPENSE: \_\_\_\_\_  
\_\_\_\_\_

BUDGET ITEM: YES \_\_\_\_\_ NO \_\_\_\_\_

RECEIPT ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

APPROVED:  
PRESIDENT: \_\_\_\_\_

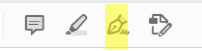
TREASURER: \_\_\_\_\_

DATE: \_\_\_\_\_

CHECK #: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

**To complete the form:**

1. Click on the 'pen' icon at the top  THEN move cursor to the CHECK PAYABLE TO line and click on that line twice and type the text for that line.
2. THEN Press TAB key to move to each of the next items.
3. When done filling in the blanks, Click FILE and do a SAVE AS and save the form with your name so you can send it as an attachment to the treasurer.
4. If you have a receipt, take a photo of it and send the photo and this form to the treasurer: Liz Heath at [liz@soundnonprofits.com](mailto:liz@soundnonprofits.com)

Amounts under \$100 require only one signature, \$100 and over require both signatures.  
-If the recipient is the President or Treasurer, different Tacoma North Officer(s) must sign in their place.