

Rotary Club of Sedona Charitable Fund, Inc.

PO Box 2170, Sedona, AZ 86339

Treasurer: Ray Harris

Finance Manager: Liz Gregg

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greggliz2018@gmail.com

RCSCF is a 501c3. For that reason we need complete documentation regarding expenses to preserve our tax exempt status. Please provide as much information about expenses as possible including purpose and receipts.

Expense Report Submitted by:

Address to mail reimbursement

Date of Submission:

<u>Date of Expense</u>	<u>Vendor</u>	<u>Description of Expenditure</u>	<u>Purpose</u>	<u>Amount of Expense</u>	<u>Receipt Attached? (Y or N)</u>

TOTALS			
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Treasurer Use Only	
Total Submission	<input type="text"/>
Adjustment w/ Explanation:	<input type="text" value="\$0.00"/>
TOTALS REIMBURSED	DATE OF REIMB.:
Signature of Individual Submitting for reimbursement	<input type="text"/>
Date Apprvd.	Treasurer of Officer Signoff:
<input type="text"/>	<input type="text"/>