

## Southside Rotary Reimbursement Request

### OPERATING ACCOUNT

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Please reimburse me for a total of \$\_\_\_\_\_ for the following:

#	Item Description and Justification	Amount	Please indicate Category <small>(for example Flag Project)</small>
1			
2			
3			
4			

Signature of Requestor: \_\_\_\_\_

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To be completed by Treasurer:

Board approved item: Yes  No  (if no, require board action)

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

Date Check issued: \_\_\_\_\_ Check #: \_\_\_\_\_

**\*\* ATTACH RECEIPT(S) \*\***