



WEYMOUTH ROTARY CLUB, INC.

Post Office Box 52
Weymouth, MA 02190



2024-2025 PAYMENT REQUEST FORM

This form must be filled out for all payments. ALL INVOICES MUST BE ATTACHED.

If you would like a check mailed with an application, contract, or form, you must fill out the application, contract, or form in full and attach it to this request.

Please note, ANY contract with the Weymouth Rotary Club can only be signed by the President.

This form MUST be signed by the President before submitting to the Treasurer for payment.

For authorization and approval:

Email/Scan to: Teresa Tanner-Roth: teresaroth@outlook.com

Only after approval, submit to the Treasurer:

Jim Cavanaro: jcavanaro@aol.com

Board Approved: _____ YES _____ NO Date: _____

Budgeted: _____ YES _____ NO

Date of Submittal: _____

Requested by: _____

Amount Requested: _____

Pay to the Order of: _____

Mail check to: _____

Address: _____

Signed by President: _____ Date: _____

Teresa Tanner-Roth