

EAST HARTFORD ROTARY CLUB
Request for Payment

[Print form, then fill in **payee information**, **amount requested** and **purpose of payment** only.
Have form signed by appropriate club officer* before returning form to treasurer, who will
complete other items. Request should be accompanied by all available documentation, receipts,
etc.]

QuickBooks "virtual bank account" _____

Check #: _____

Date: _____

Pay to the order of (payee information):

_____ (Vendor/Payee)

Check Amount: \$ _____ (amount requested)

Purpose of payment (use for "Memo"):

Attach all available documentation, receipts, etc.

Expense Account: _____

Payment approved by: _____ Date: _____