



Cherry Creek Valley Rotary Club of Parker
 www.ccvrotary.org

Expense Report

Member: _____

Committee: _____

Purpose of Expense: _____

Date	Description	Total

Subtotal _____
 Less Paul Harris Donation _____
 Total owed to you _____
 Total Due _____

Member: _____

 Print Name

Wed
 Wed
 War
 War
 Park
 Park

_____ Date

Approved by: _____

 Officer or Committee Chairperson - Print
 Name

_____ Date

Receipts and invoices (if applicable) must be attached to expense form.
 Please complete form and submit to Committee Chairperson or Club Officer for approval.
 Chairperson or Officer will submit expense report to Treasurer.