

# The Rotary Club of Saratoga

## Payment Authorization Form

### PAYMENT INFO

Issue a check to: \_\_\_\_\_

For the amount: \$ \_\_\_\_\_

Charge to account: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DELIVERY INFO (check one)

Mail check to recipient -- include recipient's address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will pick up the check at the next club meeting

Mail check to me -- include your address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURES

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

Committee Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (check one):

President

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

Treasurer

Please attach receipts or invoices.

Thank you!