

Request for Payment
Rotary District 5390

This form is used to authorize payments for official expenses of District 5390

Email this form to the COO at coo@montanarotary.org for processing

Make Payment to:

Mailing Address:

City: State: Zip code:

Telephone:

E-Mail:

Please be specific on the what and why of the expenditure (For example: Hotel Rental for District Conference)
Receipts: email photos or scans of receipts and the Treasurer will attach to the form

Date	Description of Expense	Class	Amount

Approval (COO): 1st

Approval (DG/DGE) 2nd