

Request for Payment
Rotary District 5390

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

Email this form to the Governor at dg@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 |
|------|------------------------|-------|--------|
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Approval (DG/DGE):

2nd Approval (COO)