

Request for Payment  
Rotary District 5390

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

**Email this form to the Treasurer at [treasurer@montanarotary.org](mailto:treasurer@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 (DG/DGE):