

**All** requests for payment from District 6440 must be submitted via this [PAYMENT / REIMBURSEMENT APPROVAL REQUEST](#) form. All fields must be filled, including the budget line item, and **all documentation for the expense must be attached in electronic form**. Consistent with Rotary's seventh Area of Focus, District 6440 is eliminating paper where possible. **No paper forms will be processed.**

Upon submission, the form will be transmitted to the District Treasurer who will review the documentation attached and the budget line to which the expense is assigned. If the documentation is not sufficient the form will be returned to you for further information. Please keep in mind that the Treasurer will be reviewing your compliance with Federal tax laws and not trying to make this procedure difficult.

After documentation approval by the District Treasurer, the form will go to the District Governor for payment approval.

After payment approval by the District Governor, the District Bookkeeper will be directed to issue a check.

Under no circumstances should any Rotarian contact the District Bookkeeper. The Bookkeeper serves at the direction of the Governor and indirectly to the Treasurer. If you have a question or an issue with the issuance of a check please contact the Treasurer, Alexis Portugal, [alexis@saundersportugal.com](mailto:alexis@saundersportugal.com) (E-mail only, please).