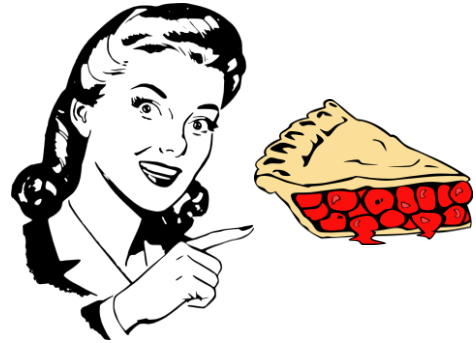


Rotary

District 7090



Completing a Cheque Request: Easy as Pie!

If you have an invoice or need to be reimbursed for an expense that's part of the approved District budget, you should submit a **Cheque Request** as described below.

- Requests less than US\$1,000 require the signatures of the Committee Chair and the appropriate District Director before going to the District Treasurer for payment. If the request is initiated by a District Director, the District Governor also must approve the request before going to the District Treasurer.
- Requests greater than US\$1,000 require the approval of the Chair of the Finance Committee and the District Governor before going to the District Treasurer

Step 1. Download the Cheque Request form from the Home Page of our [District website \(rotary7090.org\)](http://rotary7090.org)

DOWNLOAD FILES

Check/Cheque Request form - digital signature

Club Best Practices Catalogue -

Step 2. Open the form in the latest version of [Adobe Acrobat Reader](#) (a free application). Fill in the form on your computer. Add the appropriate Budget Line number. You can access the District budget on the [District website](#).

Step 3. Add your digital signature to the form. (If you haven't created a digital signature before, follow the instructions in the Acrobat program.) You will be asked to save the form. **Please save the form with a name that indicates who will be receiving the cheque and the purpose.** For example, "Joe Smith_District Conference.pdf". When you have completed the form, you can click on the "Save As" button at the bottom of the form. If you have

already named the form appropriately, you can save it as the same name. Otherwise, please *save the completed form with a name that indicates who will be receiving the cheque and the purpose.*

Step 4. Scan receipts or other supporting documents. **Save these as .pdf documents.** (Avoid saving them as .jpg files.) Name these documents to correspond with the name of the cheque request – e.g., "Joe Smith_District Conference Receipt 1.pdf"

Step 5. Email the cheque request and supporting documents to the appropriate person for additional approval or, if all approvals have been made, send to our District Treasurer.