

Rotary International District 5870
Request for Payment/Reimbursement

Person requesting payments/reimbursement _____

Your phone number _____ Email _____

District Committee _____

Amount Requested _____ Budget Line Item/Account _____

Explanation of expense _____

Payable to _____

Address for Payee _____

Signature of Person requesting payment

Date

Approval of District Governor

Date

Procedures for Payment:

1. *Complete Request for Payment*
2. *Attach invoice.*
3. *If request is for mileage, please show computation.*
4. *Send to District Governor Jerry Chapman for approval at:*
11201 Pickfair Drive, Austin, TX 78750
or email: jwchap@yahoo.com

District Governor Jerry Chapman will forward to District Treasurer Charles Harrison

Any questions please contact: Charles Harrison
11214 Taterwood Drive, Austin, TX 78750
charrison49@twc.com