

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 Jim Henry for approval at:*
11612 Sweetshade Lane, Austin, TX 78759
or email: jhenry45@austin.rr.com

District Governor Jim Henry will forward to District Treasurer Marlene Van Sickle

Any questions please contact: Marlene Van Sickle

10948 Long Branch Dr., Austin, TX 78736-7450

mvs_cpa@yahoo.com