Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISBURSEMENT AUTHORIZATION VOUCHER

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Request by: | Tel | |
| Email | |
| Project name or purpose: | | | |
| Make payment to : Check box if payment is reimbursement to a club member | | | Amount: |
| Documentation attached: For grants - keep for 5 years in folder and computer file separate from club operations.    Invoice Cancelled check Minutes Brochures  Receipt Bank statement Email Flyers    Pictures Check register Letters Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| More information: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Payment approved by (2 officers or directors required) | | | |
| Name | Initials | Position | Contact |
|  |  |  | Tel |
| Email |
|  |  |  | Tel |
| Email |

Payment

|  |  |  |
| --- | --- | --- |
| Date: | Payment made by: | Tel |
| Email |
| Select bank account:  Club account District Grant Account Global Grant Account | | |
| Payment method:  Check Credit card Debit card ACH Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| More payment information: | | |

RTCY2020