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