



## Rotary Club of Clovis Reimbursement & Check Request Form

Name:		Total Expenses (US\$):	
Rotary ID:		Check Payable to:	
Officer Approving:			
E-mail:			
Rotarian's Address:			

				<i>For Treasurer's use Only</i>	
Date	Description of Expense	Amount of Expense	Documentation	Acct	Board Approval
<b>Total</b>		-			

**Instructions:**

1. Please fill out one form for each check request or check reimbursement.
2. Please forward to director that is responsible for the budget item to approve the expense, they can either sign or email the request in.
  - (a) Directors may approve expenditures they request reimbursement/payment for.
3. Email or hand to treasurer.
  - (a) Use treasurer's Email address: [clovisrotarytreasurer@gmail.com](mailto:clovisrotarytreasurer@gmail.com)
4. Please include invoice, copy of receipt or other documentation for reimbursement. Can be sent by email or handed in person.
5. Please note Treasurer will disburse checks on a weekly basis, please provide enough time for payment to be processed by treasurer.