



CLUB PAYMENT FORM *(Check one and remit supporting documents)*

☐ **Invoice to be paid to Vendor**
☐ **Reimbursement to Remitter**

Fill out and e-mail to President David Hembree with supporting receipts: psalm51ten@me.com

Date*	Expense Description	Amount**	Committee Budget Code	Club Budget Code (President use only)
TOTAL:				

*Submit reimbursement request within 30 days after incurring expense. **Receipt required for any single expense over \$20.00.

Requestor:		Signature:		Date:	
Email:		Phone:			

All payments will be made by electronic transfer unless checks are specifically requested. If you have already received payment through the Melio transfer system, no further action is necessary. If you have not, please indicate the email (in the space provided above) where you would like to receive a secured "payment details" link from our bookkeeper through Melio. The email will state "Rotary Club of Clovis is requesting your payment information." Once you have entered your banking information (routing and checking account number), your payment will be delivered in 72 hours. You will only have to complete this process once, unless your information changes.

☐ **Request Check:** *(note that checks will take longer to receive payment)*

Make check payable to: _____

Mailing address: _____

City: _____ Zip Code: _____

President Approval: _____ **Date:** _____

David Hembree

CLUB USE ONLY

Check number: _____ **Date paid:** _____ **Notes:** _____