



Request for Funds

Please complete this request form and email it to District Administrator Dave Lenox at DaveRotary5500@gmail.com along with all receipts or other documentation attached.

Who is submitting this request? _____

Date: _____

Please issue a check for: \$ _____

Payable to: _____

For: (purpose of check) _____

Attached Supporting documents: _____

All requests will be submitted for DG approval within one week, then forwarded to the District Treasurer for processing.

For Direct Deposit please provide information for the account you would like these funds to go to:

Routing Number: _____ Account Number: _____

OR

Mail to: (if applicable) _____

District Finance Information

Quickbooks Line Item _____

DG Approval: _____