**Pre-Approval**

Before making a purchase, fill out the form and email to the Director responsible for project. **Attach the proposed budget**. See notes at bottom of page 2.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (submitted by) | | | Click or tap here to enter text. | | | | | |
| Date | | | Click or tap here to enter text. | | | | | |
| Committee or Program | | | Click or tap here to enter text. | | | | | |
| Description of Purchase | | | |  | Vendor | |  | Max Amount Requested |
| Click or tap here to enter text. | | | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. |
| Click or tap here to enter text. | | | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. |
| Click or tap here to enter text. | | | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. |
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| Click or tap here to enter text. | | | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. |
| Total | | | | | | |  | Click or tap here to enter text. |
| Reimbursement Method | | | Direct Payment – ACH or Zelle  Check | | | | | |
| If Direct | | | Provide ACH or Zelle payment information. Call or email RCMI Bookkeeper, Becca Palm at (206) 232-7292 or [beccapalm.rotary@yahoo.com](mailto:beccapalm.rotary@yahoo.com) with questions or concerns. | | | | | |
| ACH or Zelle info | | | Click or tap here to enter text. | | | | | |
| If Check | | | Checks will be sent to the address we have on file for you in our Club Database (DACdb). If you need assistance to confirm or update, email the Club secretary Carol Friends (cwfriends@outlook.com) | | | | | |
| Signature | | | Click or tap here to enter text. | | | | | |
|  | | | | | | | |
| For Approval | | | | | | | |
| Budgeted Line Item | Click or tap here to enter text. | | | | | | |
| Director’s Signature | Click or tap here to enter text. Approve | | | | Click or tap here to enter text. Does not Approve | | |
| Reason for not approving request | Click or tap here to enter text. | | | | | | |
| President’s Signature | Click or tap here to enter text. Approve | | | | Click or tap here to enter text. Does not Approve | | |

**Reimbursement**

You will receive a copy of the approval from the president. After making the purchase use that copy to list the purchases and the costs below. **Attach the receipts.**Email to our bookkeeper, Becca Palm ([beccapalm.rotary@yahoo.com](mailto:beccapalm.rotary@yahoo.com))

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Purchase |  |  | Cost |
| Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| Total | |  | Click or tap here to enter text. |

**Notes for Preapproval**

1. If the director approved the request, they fill out their part of the form and forward it to the President for approval.
2. If the president approves, they will fill in their name on the form and return the approved form to you. Fill in the purchase amounts, attach receipts and forward the form to Becca Palm ([beccapalm.rotary@yahoo.com](mailto:beccapalm.rotary@yahoo.com)).
3. If you are a director getting an approval, submit the form to a fellow director. The director will approve or disapprove the purchase and forward the form to the president.
4. If you are the president, submit the form to the responsible director, if applicable, and then onto the treasurer for approval.

**Notes for Signature and Receipts**

Type in your signature. Emailing the form will serve as an acknowledgement that you signature is valid.

If receipts are not in electronic form, you can take a picture of them and email along with the form.