Please fill out the form completely. **Submit associated receipts** with the form and email to the Director responsible for project. The director will forward form and receipts to Becca Palm ([beccapalm.rotary@yahoo.com](mailto:beccapalm.rotary@yahoo.com)). If you are a Director, email to the President. If you are the President, email to the Treasurer. They will forward information to Becca.

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| Name (submitted by) | | | Click or tap here to enter text. | | |
| Date | | | Click or tap here to enter text. | | |
| Committee, Program | | | Click or tap here to enter text. | | |
| Description of Purchase | | | |  | Amount |
| 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. |
| 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. | | |
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| For Approval | | | | | |
| Budget Category | Click or tap here to enter text. | | | | |
| Director’s or  President’s Signature | Click or tap here to enter text. | | | | |
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