

Check Request / Reimbursement Form

Duvall Rotary Club & Foundation *(circle one: Club or Foundation)*

Remember – each check request must be signed by the Committee Chair – **receipts are required.**

**Please mark what category your expense was for.
If expenses are for more than one category, please indicate how much is for each category.**

<p><u>Club Service I – Membership</u> Initiation Fee: \$ _____ Supplies: printing, badges, pins \$ _____ Fireside Meetings \$ _____ Rotary Cares (Sunshine Fund) \$ _____ Club Social \$ _____ Winter Party \$ _____</p> <p><u>Club Service II – Operations</u> Breakfast Catering \$ _____ Breakfast Supplies \$ _____ Meeting Room Rental \$ _____ Guest Speaker Gifts \$ _____ Brochure Design & Print \$ _____ Thank you notes and postage \$ _____</p> <p><u>Club Service III – Public Relations</u> Website-DacDb \$ _____ Publicity & Advertising \$ _____ Halloween \$ _____ Holiday Heifer Booth \$ _____ Duvall Days Parade \$ _____ Duvall Days Float \$ _____ New Rotary Wheel \$ _____</p> <p><u>Vocational Service</u> Student of the Month \$ _____ Student Volunteer of the Year \$ _____</p> <p><u>International Service:</u> Paul Harris Fellowship \$ _____</p>	<p><u>Community Service</u> Veterans Breakfast \$ _____ Literacy Project \$ _____ Community Projects \$ _____ Soldier Care Package Project \$ _____ Rotary Service Above Self Day \$ _____ Grants \$ _____</p> <p><u>President</u> Discretionary Funds \$ _____ Rotarian of the Month \$ _____</p> <p><u>Club Expenses</u> Office Supplies \$ _____ Item Procurement \$ _____ PETS \$ _____ PETS Spending Money \$ _____ President to Dist. Conf. \$ _____ Past President Gift \$ _____ Awards, Pins, Flowers, Etc. \$ _____ Storage Unit \$ _____ Bookkeeping Fees \$ _____</p> <p><u>President Elect / Fundraising</u> Board Retreat \$ _____ Discretionary Meetings \$ _____ Change-over Dinner \$ _____ Fireworks Expenses \$ _____ Duvall Days Expenses \$ _____ Summer Stage Expenses \$ _____ Miscellaneous Expenses \$ _____</p>
<p>Notes Regarding Expenses: _____ _____</p>	

Amount \$ _____

Check Payable To: _____

Address, City, State & Zip: _____

Person Requesting Check: _____

Date Requested: _____

Approved By: _____

Approved By: _____

Check #: _____
Date Paid: _____
Processed By: _____