



## GREATER ALBANY ROTARY CLUB EXPENSE VOUCHER

Completion of this form is required for expenditure of all moneys from the Club Treasury. **Attach receipts or documentation of the expense.**

Funds requested: \$ \_\_\_\_\_ Budget line item: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor: Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home: \_\_\_\_\_

Make check out to:

Requestor

Other Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Committee or Activity: \_\_\_\_\_

Committee Chair Approval: \_\_\_\_\_

Club President Approval: \_\_\_\_\_

Mail this completed form and receipts to Club Treasurer:

Steve Sharpe

Phone: 541-905-6222

Albany, OR 97321

e-mail:

[stevesharpe@comcast.net](mailto:stevesharpe@comcast.net)

For Club Treasurer's Use Only  
Payment Information

Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Amount \_\_\_\_\_