

Rotary District 7620

2009 – 2010

Request For 3rd Party Disbursement of Funds

Use this form to request that funds be **disbursed to a 3rd party** (*not* a District Membership Team member). Examples are vendors who have provided services and agencies to which we are granting funds. If you have personally incurred expenses on behalf of Rotary District 7620, please complete the *Reimbursement* form, also available on the District website.

Send completed form to: Bill Talley, Jr.
District 7620 Treasurer
c/o Frederick County Bank
7 North Market Street
Frederick, MD 21701
240-529-1507

Name of Payee/Agency: _____

Total Amount Requested for Disbursement: _____

Reason/Purpose for Disbursement:

Do you plan to write a cover letter for transmittal? _____

If not, address for sending Disbursement: _____

Phone and/or e-mail contact info: _____

Committee or Budget Line Item: _____

Signature of Committee Chair or Authorized Member Date

For Treasurer's Use:

Date of Check _____ Check # _____ Amount of Check _____

Expense Account _____ Amount _____

Expense Account _____ Amount _____