Fill out the form below completely. All receipts should be attached to the form and emailed to [MTRHighlands@Gmail.com](mailto:MTRHighlands@Gmail.com) or mail to Rotary Club of Highlands - Mountain Top; P O Box 372, Highlands, NC 28741

|  |  |
| --- | --- |
| Date |  |
| Budget Category |  |
| Approver Name |  |
| Submitted by |  |
| Phone |  |
| Email |  |
| Send Check to (name) |  |
| Address |  |
| City/State/Zip |  |

|  |  |  |
| --- | --- | --- |
| Description of Purchase |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total |  |  |