Attach receipts to this request.

Date:

Person requesting reimbursement/payment:

Check the Approving Committee

|  |  |  |  |
| --- | --- | --- | --- |
|  | Administration Committee - Bike |  | RI Foundation |
|  | Administration Committee - Golf |  | SBIR Foundation |
|  | Administration Committee – Club Materials and Supplies |  | Sunshine Committee |
|  | Administration Committee – Social Activities |  | Public Image Committee |
|  | Membership |  |  |

Check the Committee Expense Category

|  |
| --- |
| Name of New Expense Category If It Is Not Listed Below: |
|  | 105-Annual IRS Reporting Fees |  | 6172-Merchant Fees - Admin account |
|  | 6105-Certified Public Accounting and related Expenses |  | 6175-New Member Dinners |
|  | 6110-Advertising Expenses |  | 6176-New Member Kits |
|  | 6110-Banking Related Expenses |  | 6180-PETS Conference Expenses |
|  | 6115-Awards & President Recognitions |  | 6182-International RI Conference Attendance for PE |
|  | 6115-Merchant Fees for Credit Card Processing |  | 6185-Rotary District 7730 Dues Paid |
|  | 6120-Badges, Pins and Shirts |  | 6190-Rotary International Dues Paid |
|  | 6120-Insurance Related Expenses |  | 6195-Rotary Leadership Institute Expenses |
|  | 6125-Banking Fees - Admin Account |  | 6200-SBI Flags for Visiting Rotarians |
|  | 6130-Board Meeting Expenses |  | 6205-SBI Social Event Expenses |
|  | 6130-Government Filings Expenses |  | 6210-Supplies - Administration |
|  | 6135-Bond Insurance Premium |  | 6220-Website and Software Subscription Expenses |
|  | 6135-Postage/Mailing |  | 6225-Weekly 50/50 Raffle Big Pot Winner |
|  | 6140-Breakfast Meeting Expenses - Room & Meals |  | 6230-OTHER Miscellaneous Admin Expenses |
|  | 6140-Software Subscription Expenses |  | 6240-SBI Rotary Foundation CC deposit pass-thru |
|  | 6145-Bulletin/Annual Report Production |  | 6241-SBI Rotary Foundation - Pass Thru donations |
|  | 6150-Business License and Registration Fees |  | 6444-Write-Offs/Uncollectables NON-CASH Expense Item |
|  | 6150-Supplies Expenses |  | 6502-Advertising Expenses |
|  | 6155-Christmas Dinner Expenses |  | 6503-Personalized Kite Expenses |
|  | 6155-Pass-Thru to intended accounts |  | 6504-Festival of Trees Event expenses |
|  | 6156-Misc Expenses |  | 6505-Rotary Face Mask Fundraiser Expenses |
|  | 6160-Bookkeeping Corrections/Write-offs |  | 6506-Polio + Super Bowl Pool payouts |
|  | 6160-District Foundation Dinner Expenses |  | 6507-March Madness Pool Payouts |
|  | 6162-Facilities and Equipment |  | 6520-Golf Tournament Expenses |
|  | 6165-Installation Banquet Expenses |  | 6525-3 Bridge Tour Bike Event Expenses |
|  | 6170-Mail and Postage Expenses |  |  |

Description of Expense Items:

Amount of funds requested: $

Check made payable to:

Deliver the check to:

ALL Non-Charity Fund Requests MUST be signed by BOTH the Approving Committee chairperson and the SBIR President.

Signature: Committee chairperson

Signature SBIR President

Date:

Date paid: Check # By: