

## DISBURSEMENT REQUEST

Person Requesting Check/Payment \_\_\_\_\_ Request Date \_\_\_\_\_

Date Check/Electronic Funds Transfer (EFT\*) is needed: \_\_\_\_\_  
(Disbursements are made semimonthly, please allow sufficient lead time)

Payable to \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address: \_\_\_\_\_ General Ledger Code \_\_\_\_\_

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

This expense is part of our annual Committee Budget approved by Board:

Yes  No (Explain): \_\_\_\_\_

Expense Description \_\_\_\_\_

Receipts/Invoice Attached:  Yes  No

Send payment to:  Payee (address above)  Person Requesting  Other (specify): \_\_\_\_\_

Sponsoring Committee \_\_\_\_\_

Name of Committee Chair: \_\_\_\_\_

Please submit completed request to Treasurer. [treasurer@fortcollinsrotary.org](mailto:treasurer@fortcollinsrotary.org)

If applicable, please scan receipt(s) and/or invoice and send with request.

\* For EFT transactions, please provide bank routing information separately

**Accounting Only:**

Treasurer Approval Initials: \_\_\_\_\_

Account: Check One:  Club  Charities

Date Check/EFT Issued \_\_\_\_\_ Check # \_\_\_\_\_

Invoice/Receipts Uploaded to Google Drive  Yes  No

Person Issuing Payment Initials: \_\_\_\_\_