

ROTARY DISTRICT 7510
Charles Minton, District Governor
2016-2017 EXPENSE VOUCHER

ITEM(S): _____

VENDOR PURCHASED FROM: _____

HEADING FOR WHICH ITEM WAS PURCHASED _____

Ex: Promotions, Entertainment, Education, etc.

AMOUNT: _____

PURPOSE OF ITEM(S): _____

RECEIPT ATTACHED: YES: _____ DATE OF PURCHASE: _____
Initial here

PAYMENT SHOULD BE MADE TO: NAME & ADDRESS _____

PAYMENT DUE BY: (IF AN ITEM IS TO BE PREPAID) _____ DATE SUBMITTED _____

EMAIL INVOICE AND RECEIPTS TO DG CHARLES MINTON <mailto:csminton16@gmail.com>

NOTE: NO CHECKS WILL BE ISSUED WITHOUT A COMPLETED VOUCHER, RECEIPT ATTACHED (OR REASON WHY THERE IS NO RECEIPT) AND DG CHARLES' SIGNED APPROVAL.

APPROVED:

CHARLES MINTON, DISTRICT GOVERNOR

DATE: _____

ONCE APPROVED, VOUCHER MUST BE FORWARDED TO DISTRICT TREASURER JOSEPH STEINER FOR PAYMENT. EMAIL TO: <mailto:jsteiner@organizationresources.org>

RECEIVED FROM CLUB CHAIR: DATE _____

CHECK NUMBER: _____ IF PAID ELECTRONICALLY, ENTER CONFIRMATION NUMBER _____

DATE PAID: _____

TREASURER SIGNATURE _____

ALL VOUCHERS AND RECEIPTS MUST BE KEPT AND ATTACHED TO BANK STATEMENT FOR MONTHLY REVIEW, AND MUST BE SIGNED OFF BY DG CHARLES MINTON.