

ROTARY DISTRICT 7510
Robert Zeglarski, District Governor
2017-2018 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 *BOB ZEGLARSKI* - RobertZeglarski@aol.com

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

APPROVED:

_____ DATE: _____

ROBERT ZEGLARSKI, DISTRICT GOVERNOR

ONCE APPROVED, VOUCHER MUST BE FORWARDED TO DISTRICT TREASURER JOSEPH STEINER FOR PAYMENT. EMAIL TO: Treasurer7510@Rotarynj.org

RECEIVED FROM : _____ DATE _____

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

DATE PAID: _____

TREASURER SIGNATURE _____

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