

**ROTARY OF WOOSTER
REQUEST FOR DISBURSEMENT**

Please submit request to Treasurer within 7 days of Board approval and not
later than 7 days before check is needed

EXPENSE WILL PAID FROM: (CHECK 1) Club _____ Foundation _____

Make Check Payable To:

Memo to Appear on Check:

Amount of Check: _____ **Date Check Needed:** _____

Present to recipient at Monday Rotary Meeting? Yes/No _____

Mail? Yes/No _____ **Address** _____

Committee/Person requesting disbursement: _____

Reason for disbursement if not evident: _____

Apply against current year approved budget? Yes/No _____

Date of Board approval, if applicable: _____

Other Comments/Instructions:

