



GREATER ALBANY ROTARY CLUB EXPENSE VOUCHER

Completion of this form is required for expenditure of all moneys from the Club Treasury. **Attach receipts or documentation of the expense.**

Funds requested: \$ _____ Budget line item: _____

Purpose: _____

Requestor: Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Business _____ Home: _____

Make check out to:

Requestor

Other Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Committee or Activity: _____

Committee Chair Approval: _____

Club President Approval: _____

Mail this completed form and receipts to Club Treasurer:

Steve Sharpe

Phone: 541-905-6222

Albany, OR 97321

e-mail:

stevesharpe@comcast.net

For Club Treasurer's Use Only
Payment Information

Date Paid _____

Check No. _____

Amount _____