



Rotary International District 7090 Cheque Request

Request Date: _____

Cheque Amount _____

- US Dollars
- Canadian Dollars

Cheque Number _____

- US Dollars
- Canadian Dollars

Cheque Payable To:

Name _____

Address _____

Budget Line to Which This is to be Charged _____

Notes _____

Approvals

Committee Name _____

Committee Chair _____ Date _____

District Director _____ Date _____

Chair of Finance Committee _____ Date _____

District Governor _____ Date _____

Notes

All disbursements by District officers and committees shall be made by the District Treasurer allocated against items in the approved District budget and supported by properly documented invoices.

Disbursements less than US\$ 1000. require the signatures of the committee chair and appropriate District director or the District Governor.

Any disbursement in excess of US\$ 1000. requires the approval of the District Governor and the chair of the Finance Committee prior to disbursement.

No disbursement in excess of a budgeted amount may be made without the express approval of the District Governor following a recommendation of the Finance Committee.