

ROTARY CLUB OF SEBASTOPOL SUNRISE REIMBURSEMENT FORM

Date:	Total Amount:	Make Check Payable to:
Donation: Yes ___ No ___		Mail check to:

Reimbursement form must be completed for all expenses before check(s) can be issued.
 Step 1: Check the expense and amount Step 2: Have a director/fundraiser chair sign form Step 3: submit to cashier at Wed Meeting or mail
 Note: Original receipts need to be attached. Make copies for your own records.

Mark X <input type="checkbox"/>	CLUB OPERATIONS	Amount \$	Mark X <input type="checkbox"/>	FUNDRAISERS ___ Cajun ___ GCCT ___ Other	Amount \$
	SCARC meetings			Public Relations/Advertising	
	Office supplies, printing, copying			Beer/Wine	
	Postage & Delivery			Food	
	AV Equipment			Facilities	
	Rotary Décor			Office supplies, printing, copying	
	Public Relations			Postage & Delivery	
	Great Getaway Auction Item			Vendor/Sponsor booths & banners	
	Maintenance of signs/equipment			General Supplies	
	President Expenses: Describe			Maintenance of signs/equipment	
				COMMUNITY SERVICES	
				Holiday Giving Program	
				Miscellaneous Projects	
	CLUB SERVICES			Office supplies, printing, copying	
	Office supplies, printing, copying			Postage & Delivery	
	Fellowship Events				
	Program speaker gift				
				VOCATIONAL EXPENSES	
	COMMUNITY EXPENSES			Awards	
	Holiday Giving Program			Speech & AV Contest	
	Miscellaneous Projects			Student of the Month	
	Community Grants Program			RYLA	
	Office supplies, printing, copying			Interact: El Molino	
	Postage & Delivery			Interact: Laguna	
				Kool Kids Camp	
				Office supplies, printing, copying	
	CLUB DEVELOPMENT				
	Fireside chats				
	Office supplies, printing, copying			INTERNATIONAL SERVICE	
Additional information (Description)				International Project	
				Exchange Student	
				GSE Team	
				Office supplies, printing, copying	
				Foundation	
Signature of Committee Chair or Club Officer:				Date:	
Date Submitted			Date Paid		