

Rotary



# WEYMOUTH ROTARY CLUB, INC.

Post Office Box 52  
Weymouth, MA 02190



CREATE HOPE  
in the WORLD

## 2023-2024 PAYMENT REQUEST FORM

This form must be filled out for all payments. ALL INVOICES MUST BE ATTACHED.

If you would like a check mailed with an application, contract, or form, you must fill out the application, contract, or form in full and **attach** it to this request.

***Please note, ANY contract with the Weymouth Rotary Club can only be signed by the President.***

*This form MUST be signed by the President before submitting to the Treasurer for payment.*

For authorization and approval:

Email/Scan to: Donald E. Trudeau: [trudeau12@comcast.net](mailto:trudeau12@comcast.net)

Only after approval, submit to the Treasurer:

Jim Cavanaro: [jcavanaro@aol.com](mailto:jcavanaro@aol.com)

Board Approved:  YES  NO Date: \_\_\_\_\_

Budgeted:  YES  NO

Date of Submittal \_\_\_\_\_

Requested by: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Pay to the Order of: \_\_\_\_\_

Mail check to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signed by President: \_\_\_\_\_ Date: \_\_\_\_\_

Donald E. Trudeau