



Request for Disbursement

Rotary Club of Lakewood

Rotary Four-Way Test. Of the things you think, say and do...

- Is it the truth?
- Is it fair to all concerned?
- Will it build good will and better friendships?
- Will it be beneficial to all concerned?

Check appropriate category: Operations Service Sportsman's Dinner

Date: _____

G.L. Acct#: _____

Chart of Accounts on reverse

Description of Disbursements:

Amount of Disbursement: _____

Payee Name and Address **(required)**

Requested by: _____

Date requested: _____

Approved by: _____

(Board Member signature required)

Send check to (if different from Payee)

Date Signed: _____

Check # _____

Mail or fax with supporting receipts to:
Rotary Club of Lakewood, P.O. Box 99786, Lakewood, WA 98496;
Fax: 253-581-6674; **Email:** pat@kellystaxservice.com

Reimbursement requests must be received within 60 days of original expenditure.

General Ledger Account Numbers

SERVICE

Fall Raffle - 4010

Sportsman Dinner - 4400

- Food - 4401
- Liquor - 4402
- Rent of Facility & Equip - 4403
- Printing - 4404
- Decorations - 4405
- Bank & Credit Cards Fees - 4406
- Miscellaneous Expense - 4407
- Staff & Auctioneer - 4408
- Auction Tracker & Exp - 4410
- Procurement Expense - 4413
- Raffle Expense - 4415
- Gambling License - 4417

Community Service - 8000

- Courage Classic - 8001
- Community Concerns - 8003
- Food Baskets - 8006
- Lakewood Foundation - 8007
- Military Appreciation - 8008
- Partners in Rotary - 8009
- Partners for Parks - 8010
- Major Project - 8012
- Pierce County Library - 8013
- District Simplified Grant (DSG) - 8015
- Picnic Table - 8016

International Service - 8100

- World Community Service - 8102
- World Affairs Conference - 8103
- Amb. Scholar - 8104
- Paul Harris - 8105

Voc & Youth Service - 8200

- Adopt-a-School - 8201
- Special Educator Recognition - 8202
- RYLA - 8203
- Scholarships - 8204
- Youth Activities & Sports - 8207
- Youth Exchange - 8208
- Next Step - 8209
- Group Study Exchange (GSE) - 8210

OPERATIONS

Club Administration - 6000

- Accounting - 6001
- Bankcard Fees - 6002
- Dues - District - 6003
- Dues - International - 6004
- Insurance - 6006
- License & Taxes - 6007
- Membership Supplies - 6008
- Office Supplies - 6009
- Postage - 6010
- Pres-Elect Training (PETS) - 6011
- International Conference (Pres) - 6012
- Miscellaneous - 6013
- Depreciation Expense - 6015

Club Promotions - 6100

- Club Bulletin - 6101
- Club Bulletin Postage - 6102
- Club Directory - 6103
- Club Website - 6104
- Publicity - 6105

Club Service - 6200

- Fireside/Orientation - 6201
- Facilities & Equipment Rental - 6202
- Guest Meals - 6204
- C/C reimbursement TCC - 6205

Fellowship - 6300

- Club Sports - 6301
- Dist Conference/Assembly - 6302
- Fellowship - 6303
- Golf - 6304
- Installation Banquet - 6305
- Sunshine - 6306
- Past-Presidents Club - 6308