

Rotary Club of Daniel Island Foundation

295 Seven Farms Drive, PMB 149

Daniel Island, SC 29492

EXPENSE FORM

[ ]  Reimbursement Request (Member)

[ ]  Check Request (To External Organization)

[ ]  Mail

[ ]  Pick-Up

|  |  |
| --- | --- |
| Requestor |  |
| Signature |  |
| Purpose/Project |  |
| Amount (Detail) |  |
| Recipient Details  | Name on Check: Address (if mailed):Email: |
| Attach Receipts/Documentation | [ ] Yes[ ] emailed to dirotary@danielislandrotary.com |
| Approved By Program Director\*:[ ] Michael Jordan – Grants[ ] Mary Schroeder – Community | [ ] George Roberts – Duck Race[ ] Maureen Cannon – Admin/PR and Other..Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Program Director Required to Secure Additional Approval if >$500 from Board Secretary or Board President |
| Tax Info: Category: [ ]  Program [ ]  Admin [ ]  FundraisingProgram Category: [ ]  Food [ ]  Mothers/Children [ ]  Building Better Communities [ ]  OtherTreasurer Use: Check:Date:  |

Send form to dirotary@danielislandrotary.com or give to Foundation Treasurer