

Rotary Club of Sedona Charitable Fund, Inc.
PO Box 2170, Sedona, AZ 86333

Treasurer: Holli Ploog
 Bookkeeper: Jean Barton
jeanbarton@icloud.com

RCSCF is a 501c3. For that reason we need complete documentation regarding expenses to preserve our tax exempt status. Please provide as much information about expenses as possible including purpose and receipts.

Expense Report Submitted by:

Address to mail reimbursement:

Date of Submission:

<u>Date of Expense</u>	<u>Vendor</u>	<u>Description of Expenditure</u>	<u>Purpose</u>	<u>Amount of Expense</u>	<u>Receipt Attached? (Y or N)</u>

TOTALS					
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Treasurer Use Only

Total Submission

Adjustment w/ Explanation: \$0.00

TOTALS REIMBURSE	DATE OF REIMB.:	<input type="text"/>
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Signature of Individual Submitting for reimbursement:

Date Apprvd. Treasurer of Officer Signoff: