



District 50 Hawaii Lions

Fiscal Year 2025-2026

"Aloha Power - Ohana of Service Heroes"



DISBURSEMENT REQUEST FORM

1. Complete this form to request for payment or reimbursement
 - Request item must be included in the approved budget
 - Obtain signature of the committee chairperson or authorized approver
 - Attach original invoices or receipts
2. Mail documents to D50 Hawaii Lions, c/o Nikki Loh, P.O. Box 434, Kaneohe HI 96744
3. If you have questions, please email Lion Nikki at Cabinettreasurer@hawaiilions.org.

Date	Project/Activity	Purpose	Description	Amount

Make check payable to: _____ Total amount: _____

Mail check to (address): _____

Requested by: Signature: _____ Print name: _____

E-mail: _____ Phone: _____ Date: _____

Approved by: Signature: _____ Print name: _____

Committee (if applicable): _____ Date: _____

TREASURER USE ONLY:

Approved by (District Governor): _____ Date: _____

Check #: _____ Check date: _____ Total Amount: _____

Expense Category: _____ Amount: _____

Expense Category: _____ Amount: _____

Expense Category: _____ Amount: _____