

**Rotary Club of South Puget Sound
Check Request Form**

To be complete by Requestor:

Payee: _____ Request Date: _____

Requested By: _____ Amount: _____

Reason for payment (staple receipts to this document): _____

_____ Deliver check to requestor

_____ Mail Check to payee

(if address is not provided check will be delivered to requestor)

To be Completed by Board Member (Please allow 5 business days for processing)

Approving Member:

_____ President

_____ President Elect

_____ Club Administration

_____ Community Service

_____ Foundation

_____ International Service

_____ Membership

_____ Public Relations

_____ Vocational Service

_____ Youth Exchange

_____ Auction Chair

Operating Funds: _____ Trust Funds: _____

Account/Budget Line Item: _____

Comments: _____

Approval: _____ Date: _____

Approval: _____ Date: _____

Complete by Treasurer:

Issue Date: _____ Check Number: _____