

# CHECK REQUEST

**Rotary**

Club Check

Foundation Check

Date: \_\_\_\_\_

<b>REQUESTOR INFORMATION</b>
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Name: _____	Phone: _____
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<b>VENDOR INFORMATION</b>
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Name: _____	Date Check Is Needed: _____
Address: _____ _____ _____ _____	Federal Taxpayer ID: _____ <i>(if needed)</i>

**Payment Description**

Reason for Check	Amount
<b>Total Check Amount</b>	<b>\$ -</b>

Requestor: \_\_\_\_\_

BOD: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_