

# Conejo Valley Rotary Check Request Form



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

Make Check Payable to: \_\_\_\_\_

Mail to: Address/City/State & Zip: \_\_\_\_\_

\*\* please submit minimum two weeks prior to check need\*\*

Date	Vendor/Individual	Event/Description	Amount
		Total amount requested:	\$

Committee Name: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

President's Signature \_\_\_\_\_

Account designation Club administrative

Foundation Funds

**ALL EXPENSE REQUESTS MUST BE APPROVED BY COMMITTEE CHAIR AND PRESIDENT THEN FORWARDED TO ROTARY CLUB OF CONEJO VALLEY TREASURER. ALL ORIGINAL DOCUMENTATION, INCLUDING CONTRACTS, ESTIMATES OR BILLS MUST BE ATTACHED (COPIES ARE OK).**

**MAIL COMPLETED FORM and receipts TO: Conejo Valley Rotary Club  
P.O. Box 1527  
Thousand Oaks CA 91358**

Or email to [sattlerm@verizon.net](mailto:sattlerm@verizon.net) \*\*\*receipts must also be scanned with form\*\*\*

FOR TREASURER USE ONLY			
CHECK DATE:	__/__/__	Check #	
CLUB ENTITY:	ROTARY CLUB <input type="checkbox"/>	CV Foundation <input type="checkbox"/>	
ACCOUNT:			
BUDGETED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	EXPLAIN:	