

# Request for an Expense Check

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Rotary Club of Skokie Valley

Dated Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Make Check Payable To:

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach Receipt

DO NOT WRITE BELOW THIS LINE

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Approval: \_\_\_\_\_

Club President

\_\_\_\_\_

Treasurer, Secretary or  
Immediate Past President

Check number issued: \_\_\_\_\_

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