



Lake in the Hills Rotary Club
P.O. Box 7386
Algonquin, IL 60102

Treasurer: Yvonne Cornett
 Cell: 847-269-0057
 ycornett@comcast.net

Request for Check Payment / Reimbursement

Date: _____

Payable To: _____

Address: _____

C/S/Z: _____

Phone: _____ FAX: _____

Contact: _____

Amount: _____

Purchase Order Number/Date _____

Invoice Number: _____ (Attach Invoice)

Due Date: _____

Personal Reimbursement (Attach Receipts) Initial: _____

Draw Funds From:	General Account – Operating Funds
	Ribfest Account – Festival Expense

Community Service	International Service
Vocational	Special Projects

Description: _____

Requested By: _____

Date: _____ Phone: _____

Board Approval #1: _____ Date: _____

Board Approval #2: _____ Date: _____

Check Issued: Number _____ Date _____ Initial: _____

Board / Treasurer Notes: