

Rotary Club of Simi Sunrise
Cajun & Blues Music Festival **Check Request**

Requested by: _____ Date: _____

Department (circle one): Administration * Tickets * Corporate sponsors * Facilities * Entertainment * Vendor Booths * Kid's Area * Rotary Booth * Street Banners * Security * Beer & Wine * Marketing/Promotion * People Power * Soft Drinks/Water * Street Fair

Other (define): _____

Amount Requested: \$ _____

Payable for: _____

Payable to: _____

Address: _____

City: _____ State: _____ Zip _____

Contact Name: _____ Phone: _____

Payable Due Date: _____ **Mail Check?:** YES - NO

Please provide copy of order form, contract, or Invoice/Estimate

<i>Line Item #</i>	<i>Item Description</i>	<i>\$ Amount **</i>

Continue on back if necessary

****Total amount requested must equal total line item entries**

Cajun/RMCP Approvals

Committee Chairperson: _____

Cajun/Blues Chairman: _____

Cajun/Blues Treasurer/Controller: _____

Accounting Use Only: Ck #: _____ Date: _____ Acct. #: _____

**DEADLINE TO SUBMIT ALL REQUESTS FOR
 PAYMENTS: JUNE 30th, 2015.**