

# Rotary Club of Branchburg

District 7510

## Check Payment Request Form (one form per check)

Type of Request:      Expense ☐      Reimbursement ☐      Donation ☐

(If a Reimbursement, receipts MUST be attached)

Person Requesting Funds:

Associated Rotary Activity:

Activity Date:

Request Date:

Amount Requested:

Reason for Request/Explanation:

Check Made Payable To:

Address of Payee:

Check Processing:

Mail to Payee

Hand Deliver

Other

(Instructions)

Requestor's Signature:

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### For Treasurer's Use

Treasurer's Signature:

Date of Check:

Budgeted Item?

Check Number:

Pass Through Item?

Check Amount: