



Rotary Club of
Johns Creek[®]

REQUEST FOR CHECK

Request Made By: _____ Date: _____

Phone Number: _____ E-mail: _____

Purpose of Request: _____

Budget Line: _____

Amount Requested: \$ _____

Make Check Payable To (Name and Address):

Delivery Instructions: _____ Mail or _____ Return to: _____

Signature of Requestor: _____

Please attach a receipt or invoice to this form.

Approval must be obtained on all purchases and requests for reimbursement or payment. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the Rotary Club of Johns Creek President is required before the Treasurer will issue the check.

Approval: _____ Date: _____

For Treasurer's Use Only

Check # _____ Amount of Check: \$ _____