

**CUPERTINO ROTARY ENDOWMENT FOUNDATION (CREF)
FORM 3: CHECK REQUEST**



INSTRUCTIONS

- 1) This form is used by the AOS Chair, Club President OR Fundraiser Chair to request a check for:
 - an approved AOS Committee Project or Club Board Project that has received CREF Project/Grant approval **OR**
 - expenses related to a CREF approved Fundraising Event
- 2) Submit form and all receipts and applicable signatures to CREF Administrator or CREF Secretary.

Request for Charitable Project is made by: (Check one)

AOS: ___Community ___Youth Svcs ___Vocational ___ International OR ___Club Bd
OR

Request for Fundraiser expenses: (Check one)

___Fall Festival ___Crab Feed ___Golf Tournament ___Global Eleg. ___Other_____ (specify)

Amount Requested: \$ _____

Project Name _____

If for Expenses, describe and attach original invoice and receipts

The Payee is a 501(c)(3) _____ Tax ID # _____

The Payee is not a 501(c)(3) _____ (includes schools, cities)

Make Check Payable To: _____

Mail to (Address) _____

OR Give Check to: (Name) _____

I certify that the funds requested above were used for the approved charitable purpose as outlined in the original Project/Grant request or Fundraiser as specified above.

Date: _____ Name _____ Signature: _____
Requestor

Date: _____ Name _____ Signature: * _____
* Signed by AOS Chair if for project/grant
* Signed by Fundraiser Chair if for fundraiser

Approved for Disbursement by CREF Officer:

Date _____ Name _____ Signature/Title _____

Check one:

- ___ Undesignated Charitable Giving Funds
- ___ Designated Charitable Giving Funds (Specify) _____
- ___ Earnings from the Permanent Fund (Approved Grant):