

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



1) All check requests require 3 signatures.

**AOS Grant/Project:** Requestor (Rotary Champion) --> AOS chair or co-chair --> CREF Administrator

**Club Board Grant/Project:** Requestor (Rotary Champion) --> Club President --> CREF Administrator

**Fundraiser:** Requestor --> Fundraiser chair or co-chair --> Fundraiser treasurer (or designee)

**CREF Expense:** Requestor --> CREF President or VP --> CREF Treasurer

2) **Submit** form with signatures and all receipts to the third signatory

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

AOS:  Community  Youth Svcs  WF Development  WCS OR  Club Bd

**OR**

**Request for Fundraiser or CREF Expenses: (Check one)**

Fall Festival  Crab Feed  Golf Tournament  Global Eleg.  CREF Expenses

**Amount Requested: \$** \_\_\_\_\_

**Project Name or Expense Description** \_\_\_\_\_

*For Expenses: describe and attach original invoice and/or receipts:*

*For Grants/Projects: If from a designated fund, please note which one* \_\_\_\_\_

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

The Payee is not a 501(c)(3) \_\_\_\_\_ (includes individuals, schools, cities, DDF)

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 or CREF Expenses as specified above.

Date: \_\_\_\_\_ Name \_\_\_\_\_ Signature: \_\_\_\_\_  
**Requestor**

Date: \_\_\_\_\_ Name \_\_\_\_\_ Signature:\*

*\*Charitable Project/Grant: Signed by AOS Chair (co-chair if chair unavailable) or Club President for Board Project*

*\*Fundraiser Expense: Signed by Fundraising Chair (co-chair if chair unavailable)*

*\*CREF Expense: Signed by CREF President (VP if Pres unavailable)*

**Approved for Disbursement: CREF Admin for Charitable Projects; Fundraiser Treasurer (or designee) for Fundraisers; CREF Treasurer for CREF Expenses**

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature/Title \_\_\_\_\_

**Check below if Funds are to come from Designated Funds: (e.g. International Specific Project, International General, or Named Fund).**

Designated Charitable Giving Funds (Specify) \_\_\_\_\_