

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



1) All check requests require 3 signatures.

AOS & BDC Grant/Project: Requestor (Rotary Champion) --> 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/BDC: ___ Community ___ Youth Svcs ___ WFD ___ WCS ___ Climate ___ Club Bd

OR

Request for Fundraiser or CREF Expenses: (Check one)

___ Fall Festival ___ Crab Feed ___ Golf Tournament ___ Global Eleg. ___ Other ___ 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) _____