

**Boulder Rotary Club
Check Request Form**

Date of request: ____/____/____ Payment Due date: ____/____/____
Checks are written weekly. Please make arrangements if payment is needed sooner.

Person requesting check: _____

Amount (total) of check: \$_____ *Attach receipts*

Description: _____

Make check payable to: _____

Mail check to: _____

International wire: *Attach wire instructions*

Hand delivery / Special Handling / Documents to accompany payment

Administrative Expense Category: _____

Committee: _____ Committee Annual Budget Item

Staff /Chair Approval: _____

Co-Chair: _____
signature & date

Account #: _____ Check #: _____ Bank Account: _____

Check date: ____/____/____ Mailed date: ____/____/____ By _____