

Treasurers Check Requisition

Rich-Mar Rotary 5159

- Use this form for the Club President's approval to process payments.
When payee is the President or Treasurer, get approval from the President Elect or Secretary.
- Use this form to verify the proper account and category to debit.
- Attach invoices or receipts on a separate sheet.
- Assign transaction numbers for each request at the start of each fiscal year (01, 02, 03).

Request From: _____

Mailing Address

Date of Request: _____

Payee: _____

Charge Acct
Internal use

Description

Amount

	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
	\$	_____	_____
TOTAL	\$	_____	_____

Internal Use Only

Approval Signatures:

Club President: _____

Treasurer: _____

Check No. _____

Date Mailed: _____

Items requiring approval by President Elect or Club Secretary

Approval Signature : _____