



Carlsbad Hi Noon Rotary Club Foundation
Check Request Form For Charitable Gifts Authorized by
Rotary Club of Carlsbad, Hi-Noon

Instructions: Please fill out the form below and, if relevant, attach copies of invoices, receipts, etc. Check request should be signed by the Chair of the relevant Avenue of Service or a Club Board member and sent to Foundation Treasurer at etlodge@gmail.com. If inconvenient to obtain his/her signature, have him/her email approval to Foundation Treasurer at etlodge@gmail.com.

Requested by: _____ **Date:** _____

Amount: _____ **Date Needed:** _____

Payable to: _____

Attention: _____

Address: _____

Avenue of Service: _____

Budget Description: _____

Purpose for Check: _____

I certify that this expenditure has been authorized by the Board of Directors of the Rotary Club of Carlsbad, Hi-Noon:

Signature: _____

Print Name and Title: _____

Forward Check to: Requester Mail to Payee Other: