



**Rotary International District 5890  
Carmen Evelyn Cuneo  
District Governor  
2018-2019**

**GENERAL PURPOSE CHECK REQUEST**

Date of Request: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Rotary Club: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Bank Information:                      Pay Vendor Directly                      Pay as indicated below

Pay to the Order Of: \_\_\_\_\_

Address: \_\_\_\_\_

Address Continued: \_\_\_\_\_

**Attach All Invoices/Receipts**

Event Date	Vendor	Budget Item/Event	Amount
<b>TOTAL</b>			

Approved for payment \_\_\_\_\_ Date: \_\_\_\_\_

Check Number \_\_\_\_\_ Date Written \_\_\_\_\_ Initial \_\_\_\_\_

**Submit to: District 5890 Treasurer, Tom Mack  
8323 Southwest Freeway, Ste 776, Houston, TX 77074  
tom@tmackcpa.com 713-783-3832 (o) 713-8050711 (m)**