

# Rotary

## District 5890



### 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
		TOTAL	

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

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

**Submit to: District 5890 Treasurer, Tom Mack**  
**6161 Savoy Dr., Ste 1120, Houston, TX 77036**  
**tom@tmackcpa.com 713-783-3832 (o) 713-8050711 (m)**