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	0.00

Approved for payment _____ Date: _____

Check Number _____ Date Written _____ Initial _____

Submit to: District 5890 Treasurer, Raleigh Bailes, Jr. 1650 Highway 6, Suite 470, Sugar Land, TX 77478
jrbailes@bailesbatescpas.com 281-565-6400 (o) 281-543-1170 (m)