

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, Raleigh Bailes, Jr. 1650				
	Highway 6, Suite 470, Sugar Land, TX 77 rbailes@bailesbatescpas.com 281-565-64			