

CHECK REQUEST

Request for issuance of a check and the Club or Foundation Account to be Charged.
USE WHETHER BUDGETED OR NON BUDGETED ITEM

Date of Request: _____	Requested By: _____
Amount Requested: _____	
Issue Check to: _____	
Send Check to: _____	

Approval by Avenue of Service or Committee Chair	
Purpose: _____	
Charge to <u>Club/Foundation</u> Account: _____	
Approved By: _____	Approval Date: _____
Comments: _____	

Approval by Club President	
Amount Approved: \$ _____	
President's Signature: _____	Date of Approval: _____

Date of Check: _____	Check Number: _____
Amount of Check: \$ _____	
Comments: _____	

Rotary Club of Victorville Expense Reimbursement and/or Check Issuance Request

Instructions:

1. Requestor for reimbursement completes first part of the form and attaches receipts (originals or copies are acceptable).
2. Requestor sends form to Committee Chair or Avenue of Service chair under whose budget the expense falls for approval & signature. Approval via e-mail is acceptable – the e-mail to be printed off and attached to the request form.
3. Committee Chair or Avenue of Service Chair sends form to Club President for approval & signature. Approval via e-mail is acceptable – the e-mail to be printed off and attached to the request form.
4. Club President forwards request to Club Treasurer for check issuance.
5. Club Treasurer issues check, updates appropriate Club records, and mails check out as per request on form.