

CHECK REQUEST: Request for issuance of a check and the Club Account to be Charged

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

Approval by Avenue of Service or Committee Chair

Purpose: _____
Charge to Club Account: _____
Approved By: _____ Approval Date: _____

Approval by Club President

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

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

**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
3. Committee Chair or Avenue of Service Chair sends form to Club President for approval & signature
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