

## 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 **Club/Foundation** \_\_\_\_\_ 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 & Victorville Rotary Foundation 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). **ENSURE YOU INDICATE THE CLUB or FOUNDATION**
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 of 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 Secretary to enter expense & send to Club Treasurer for check issuance.
5. Club Treasurer issues check, updates appropriate Club records, and mails check out as per request on form.