



CHECK REQUEST FORM

Club  Foundation

**Request check to be written to:**

Name (Person or Business) \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Purpose (what is the money needed for) \_\_\_\_\_

Board Approved?  Yes  No Date approved: \_\_\_\_\_

Date check is needed \_\_\_\_\_ Amount of Check \$ \_\_\_\_\_

Requestor - check applicable box:  Give check to requestor  Mail check

Requestor's name / position: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

President/Foundation Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Ave of Service Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for Treasurer**

*No check is to be written without Club President's / Foundation Chair's approval.*

Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Budget Line Item \_\_\_\_\_

Action taken \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_