



Rotary Club of Paradise/Paradise Rotary Foundation
Check Request Form

Note: This is a fillable PDF form. Fill in the blanks and Print.

Date of Request: _____

Check to be made Payable to: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone # _____ Check Amount: _____

Project: _____ 501C3: YES _____ NO _____

Explanation of Expense: _____

Receipt: YES _____ NO _____ **(ATTACH RECEIPTS TO THIS REQUEST)**

Person requesting Check: _____

Phone # _____

Hand Delivered to: _____

Sent To: _____

Email To: _____

(For office use only) Paradise Rotary Club _____ Paradise Rotary Foundation _____

Date Received: _____ Date Paid: _____

Approved by: _____ Date: _____

Check#: _____ Line Item: _____ Subaccount: _____

Check Completed by: _____ Date: _____

updated 10-25-18 df