



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 #: \_\_\_\_\_

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 10-30-18 df