

Rotary Check Distribution Request for Treasurer

Date:
Person/Member requesting Check:
Phone/Contact information:
Payee information
Name:
Mailing Address:
Amount:
Memo:
Please check applicable box (or boxes): <input type="checkbox"/> Committee: _____
<input type="checkbox"/> Program: _____
<input type="checkbox"/> Fund: _____
Reason for distribution:
Will check be mailed or picked up?: <input type="checkbox"/> Picked up <input type="checkbox"/> Mailed

Please expect that checks will be prepared by the 1st and the 3rd Friday of each month. Required signatures will be completed on the following Monday at the Rotary meeting before the checks are distributed. For urgent funds, checks will be prepared upon request with this completed Form. The requesting member will be responsible for acquiring signatures from authorized signers. Thank you.

Signature and date:
