



San Juan Rotary Club Check Request Form

This form should be used to request a check from the treasurer for Club related expenditures. Please complete and submit to the Club secretary at least two weeks prior to the date that the check is required. Also, please submit request with relevant backup information such as invoice, etc. if possible.

Purchases over \$1,500 require Board Approval. Upon approval by the Board of Directors, a check will be released.

Date: _____ Requestor Name: _____

Telephone Number: _____

Purchase Information:

Date Check is Required: _____ Call you for pickup _____ **or** Mail Check _____

Vendor: _____ Amount: _____

Reason for expenditure (include appropriate committee information if applicable):

I certify that the above expenditure is for business conducted on behalf of the San Juan Rotary Club.

Signature

Date