



Rotary Club of Lynnwood

Check Request Form

Date: _____

Requesting Signature: _____

Requesting Name: _____ Phone: _____

Email: _____

Committee: _____

Budget Line Item _____

Included in Board approved budget? Yes No

Date Needed By: _____

Amount: \$ _____

Reason: _____

Invoice or other support attached? Yes No

Payable to: _____

Payee's address _____

Mail to payee at address above.

Hold for Rotarian: _____

Approval Signature: _____

Approval Name: _____

President / Treasurer / Immediate Past President

Office Use Only:

Account Coding: _____

Date Paid: _____

Check No: _____