

Rotary

Club of Southern Pines



Check Request Form

Requestor Name: _____

Make Check Payable to : _____

Mail to: Address/City/State & ZIP _____

Date	Expenses Descriptions/Purpose	Event/Descriptions	Amount
		Total Checks Requested	

Committee Name: _____

Committee Chair Signature: _____

All expense requests must be approved by Committee Chair and forwarded to the Rotary Club of Southern Pines Treasurer. All Original documentation, including contracts, estimates or bills must be attached (Copies are OK)

Mail completed form to:

Rotary Club of Southern Pines
P.O. Box 2023
Southern Pines, NC 28388

For Treasurer use only:

Check Date:	____/____/____		
Club Entity:	Rotary Club ____	Charities ____	Scholarship ____
Account:			
Budgeted:	Yes ____ No ____	Explain:	