

**7-26-17**

## **Pasadena Rotary**

### **Check Request Procedure:**

- Submissions must be sent via email to the Administrator.
- Requests should be typed, not handwritten.
- Checks are processed on Wednesdays and will be ready after lunch.
- Please submit by the Monday before the Wednesday meeting.
- Please include this information (1 through 6) in one email message:

#### PASADENA ROTARY CLUB Check Request

1. Submitted by:
  2. Date submitted:
  3. Amount of check:
  4. Make check payable to:
  5. Committee name:
  6. Explanation of what expense is for:
- AND
7. Attach appropriate backup material such as an invoice, receipt, application, flyer, etc. in pdf format.

*Please include everything in only ONE email message. The request needs to be complete to be processed. Incomplete requests will be returned.*