



PASADENA ROTARY CLUB Check Request

Check Request Procedure:

- Submissions must be sent via email to the Administrator, office@pasadenarotary.com
- Requests should be made on this form.
- Submit by the Monday before the Wed. meeting to be processed by the Accountant.
- Checks are signed on Wednesdays and will be ready after lunch.
- Any receipts must be attached at the time of submission.

Submitting check requests in this format ensures a speedy process.

Check Request Information

1. Submitted by: _____

2. Date submitted: _____

3. Amount of check: _____

4. Make check payable to: _____

5. Do you want to (check one): Pick up check at a meeting? _____ Have check mailed? _____

If you wish it mailed, please enter your address with city and zip code.

Mail to: _____

6. Committee name: _____

7. Explanation of what expense is for: _____

8. Attach appropriate backup material such as an invoice, receipt, application, flyer, etc. in pdf format.

9. Approval of Committee Chair or Co-Chair: _____

IMPORTANT – PLEASE FILL OUT BEFORE SUBMITTING:

Budget Category: _____

Budget Amount: _____

Approved Amount: _____

Remainder in Budget: _____