

CHECK REQUEST

LAKE FOREST PARK  
ROTARY FOUNDATION

CHECK # \_\_\_\_\_  
DATE \_\_\_\_\_  
FOR TREASURER USE

DATE OF REQUEST

AMOUNT REQUESTED: \$

PAYEE

ORGANIZATION

SPECIFIC PROGRAM NAME

ORGANIZATION CONTACT and PHONE NUMBER:

THE FUNDS WILL BE USED TO BUY:  
  
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THE FUNDS WILL BENEFIT:  
  
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ATTACHED: RECEIPT  and/or ORG REQUEST DOCUMENTATION

NOTE: One of the above must be provided with this request.

Charge to Program Line:

**Rotarian Statement:** *I certify that the expense has been incurred as documented by the attachments and that it is for sole purpose of the foundation's charitable giving and activities. I understand that reimbursement or issuance of funds cannot be made until documentation is recieved by the Foundation Treasurer. I understand that the check will provided back to me as the requesting Rotarian and that I am responsible for delivery of funds requested.*

\_\_\_\_\_  
*Signature of Requesting Rotarian*

\_\_\_\_\_  
Date

Treasurer Notes:

Officer's Notes:  Approved:

CHECK AMOUNT IF DIFFERENT FROM REQUEST: \$