

**Rotary Club  
of Rancho Cotati**



**Request for issuance of  
a check by Treasurer**

Foundation request

Club request

Date of request: \_\_\_\_\_ Date check needed by: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Name and or name of committee)

Function: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mail check

Deliver check to requester.

\_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_  
(Name and or name of committee)

Approved by: \_\_\_\_\_  
(Board member name and signature)

**For treasurer use only:**

Check number \_\_\_\_\_

Issuing date: \_\_\_\_\_

Treasurer sign off \_\_\_\_\_