

Cypress Fairbanks

Rotary

District 5890



GENERAL PURPOSE CHECK REQUEST

Date of Request: _____

Person Making Request: _____

Rotary Club: _____

Telephone Number: _____

Bank Information: Pay Vendor Directly Pay as indicated below

Pay to the Order Of: _____

Address: _____

Address Continued: _____

Attach All Invoices/Receipts

Event Date	Vendor	Budget Item/Event	Amount
TOTAL			

Approved for payment _____ Date: _____

Check Number _____ Date Written _____ Initial _____