

**ROTARY CLUB OF PONTE VEDRA BEACH, INC  
PONTE VEDRA BEACH ROTARY FOUNDATION, INC.  
Check Request Form**

Date requested: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Make check payable to: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Purpose of check: \_\_\_\_\_  
\_\_\_\_\_

- Check Distribution:  Mail to Payee at above address
- Return to the following Club Member  
at the next meeting:  
(name) \_\_\_\_\_
- Mail to Club Member at the following  
address:  
(address req'd) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Please pay from the following bank account:  **The Rotary Club of PVB**  
(Club operating expenses)
- PVB Rotary Foundation**  
(Charitable activities, fundraising, &  
scholarships)

Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**All check requests must have supporting invoices or receipts.**  
**Check requests are processed bi-weekly; requests turned in at the Club meeting will be available at the regular meeting after next.**

<b>TREASURER'S USE:</b>	
Date Rec'd/Approved	_____
Check number	_____
GL acct charged	_____
Delivered/Mailed	_____