



**Rotary Club of Paradise  
Check Request Form**

**Note: This is a fillable PDF form. Fill in the blanks and Print.**



**Date of Request**

Check to be made Payable to: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Project: \_\_\_\_\_

Explanation of  
Expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt? \_\_\_\_\_ **(ATTACH RECEIPTS TO THIS REQUEST)**

Person requesting Check: \_\_\_\_\_

How Delivered: \_\_\_\_\_ Hand Delivered \_\_\_\_\_  
\_\_\_\_\_ Sent To: \_\_\_\_\_

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(For office use only)

Date Paid: \_\_\_\_\_

Check#: \_\_\_\_\_

Line Item: \_\_\_\_\_

Subaccount: \_\_\_\_\_

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

Check Completed by: \_\_\_\_\_ Date: \_\_\_\_\_