

James River Rotary Check Request Form

To: Marian Millikan, Treasurer

From: _____

Telephone: _____ Email: _____

Date: _____

Payee: _____

Address: _____

Purpose: _____

Special Instructions: _____

Charge To: (Function): _____

Check Amount: \$ _____

The check request must be approved with the original signature of the Chairman of the committee or President/Treasurer. Requests for checks should be accompanied by brochures, receipts or any documentation that may be available to support the request.

Submitted by: _____

Approved by: (Chairman) _____