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**Check Request Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Requested** | | **Choose One Expense Account:** | | | | **Account # Expense Category** | | |
| **Pay To**  **Mailing Address** | | | | | | **Description/Comments** | | |
| **Amount to be Paid** | **Requested By** | | | **Approved By Approver’s** **Club Title** | | | | |
| **For Treasurer's Use Only**  **Amount Paid Account # & Description Date Paid Check #** | | | | | | | | |
| **Foundation Accounts** | | | | | | | |
| Fundraiser Expenses | | | Community Service Expenses | | International Service Expenses | | Vocational Service Expenses | |
| |  |  | | --- | --- | | 176 | Basketball Sweepstakes | | 141 | PDQ Cards | | 184 | Oktoberfest | | 177 | McAdow Miles | | 179 | Orphan Train Note Cards | | 181 | Notara Farm HTD | | 173 | Golf Outing | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | | |  |  | | --- | --- | | 222 | Food Banks | | 223 | Habitat for Humanity | | 224 | Lussier Community Ed Ctr | | 240 | Growing Knee High Natural | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | |  |  | | --- | --- | | 702 | Feed My Lambs - Haiti | | 710 | Shelter Box | | 720 | Youth Exchange – Inbound | | 722 | Youth Exchange - Outbound | | 751 | Orphan Train – Education | | 755 | Orphan Train – Conductor | | 731 | Oliveros Scholarship Fund | | 708 | Haiti Medical Mission | | 707 | Togo, Africa Global Grant | | 754 | RYE Full Scholarship | | 712 | Polio Plus | |  |  | |  |  | | | |  |  | | --- | --- | | 502 | RYLA | | 504 | High School Scholarships | | 544 | Academic Decathlon | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |
| **Club Accounts** | | | | | | | | |
| Club Service Expenses | | | Club Administration Expenses | |  | |  | |
| |  |  | | --- | --- | | 603 | Club Clothing | | 635 | Spring Social | | 645 | Friendship | | 705 | Membership Development | | 644 | EREY to The Rotary Foundation | | 656 | Dark Friday Donations | |  |  | |  |  | |  |  | |  |  | |  |  | | | | |  |  | | --- | --- | | 520 | Club Supplies | | 535 | PETS Conference Training | | 561 | Club Meeting Meals – Offsite | | 565 | Miscellaneous | | 580 | Postage | | 583 | RI Convention | | 667 | Background Checks | | 670 | Computer Expense & OT Admin | | 690 | Speaker Gifts | |  |  | |  |  | |  |  | | | |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | Revised August 19, 2015 | |