

Check Request Form



Check Number	Attach all receipts and supporting documentation with this check request form and return to Club Treasurer.
Date Issued	Date Recorded
Date	Amount
Check Payable To	Project/Activity
Mailing Address	
Requestor/Submitted by	Approved by
Signature	Signature

v 01.26

Allocation		Transaction Type	
	Annual Fundraiser (42)		Background Check (400)
	Club Service (50)		Business Licenses and Registration (402)
	Communications and Marketing (30)		DDF Expense (404)
	Community Service (60)		District Dues per capita (405)
	Dole Interact (73)		General Membership Meeting (406)
	Fundraising (40)		General Training/Seminars (407)
	General Operations (10)		Global Grants Matching (408)
	HRYF (71)		HRYF payout (409)
	International Service (80)		HRYF Scholarship Fees (410)
	Kalihi Elementary (74)		Membership Contribution to HRYF (413)
	Membership (20)		Membership Contribution to TRF (414)
	RYLA (72)		Merchandise to be sold (415)
	The Rotary Foundation (TRF) (41)		Other (416)
	Vocational Service (90)		PETS (417)
	Youth Service (70)		Pre-PETS (418)
Notes			RI Dues per capita (419)
			Service Project (420)
			Software/Subscription (421)
			Strategic Planning Meeting (422)
			Tax Payment (423)
			Refund (901)
			Transaction Reversal (902)
			Transfer (903)