

# CLUB CHECK REQUEST / TRANSFER OF FUNDS

Club Name:

(Account)

Make Check Payable to / or Transfer to::

Lot#:

(circle One)

Amount:

\$

Check No:

Purpose:

Authorized by:

Date:

Authorized by:

Date:

Authorized by:

Date:

\*\*Return Duplicate to Treasurer:

Lot#:

**\*\*If you need a duplicate, please provide the office with two copies of this form. The office will not issue duplicate receipts, so **be sure to keep a copy for your records.****

## How to Submit a Club Check or Transfer Request FORM

- A. **Fill out the form** – type your information directly into the editable form.
- B. **Submit your form** – print form, complete, get authorized signatures, and bring it to the Activity Office.
- C. **Keep a copy** of this form for your records.