

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 Check or Transfer Request FORM

- A. Fill out the form – type your information directly into the editable form.
- B. Submit your form – complete then email (activities@rinconcountry.com) or print and bring it to the Activity Office
- C. Keep a copy of this form for your records.