



CHECK REQUEST

Date Requested	Date Needed

Person Submitting: _____

CHECK TO: _____

THEIR ADDRESS: _____

(Instructions) _____

Call/Pickup to Deliver

Telephone: _____

Company/Contact Name: _____

DESCRIPTION: _____

NOTATION OF PURPOSE (CLUB OR FOUNDATION)

TOTAL DOLLAR AMOUNT: \$ _____

Must attach original back up (invoices, Receipts, etc)

If a service or entertainment bill, please get 1099 or W9 at first contact!!!

Services/Entertainment

For Accounting Only

Select	Code		W9 on File? \$599+
Club		Yes	Yes
FDN		No/Get!	No-Get it first!!!

CHECK REQUEST PROCEEDURE

Why do we do a check request?

- 1) This states you are requesting a payment on behave of the Lions Club
- 2) The Bookkeeper or the Treasurer do not know your requests.
 - a. Turning in receipts along with the check requests gives us ALL the info we need to process your check. Without it, we do not have your request for payment authorizing the correct info.

What is the Process?

- 1) Get check request form online at www.pinedorado.com
- 2) Attach an invoice or receipt that shows YOU PAID for this item. If you have several receipts all going to you, and on the same account (Just Club or Just Foundation), you can use one check request to list all of the items/receipts, the purpose of the purchase, and total.
- 3) Note what it is for: Repair of, Purchase for, etc and if it is for the club account or Foundation account: see below listing.
- 4) Make sure you list your name as submitter, who the check is payable to, include the current (verified) address, and the total amount.
- 5) If you charged something at the Cambria Hardware, Cookie Crock; submit with your name and what it was for and when the bill comes , we have what we need to pay it.
- 6) If you charged something anywhere else and we will be mailed a bill, you must submit a purchase order along with your check request that shows the item's, company name, address, phone number, and total.
- 7) Please note that larger purchases, services require bids and board approval that will be noted in the club minutes

Don't wait until the last minute. Large items need a 2nd signature. Verifying info and/or getting missing info can cause delays. Please be patient.

Club Accounts include: Dinner items, Schoolhouse, Membership, Club Ads, Donations, and Scholarships.

Foundation: Pinedorado, Grounds Repairs, Outreach, chili cook-off, White Cane, Camp Reach, Kids Christmas Party, and Lighthouse.

TAX form required: Services/Music Bands \$599 or more. Must have a W9 filled out in advance.

9/26/2017