



ALTRUSA DISTRICT THREE FOUNDATION, INC.

CLUB ACCOUNT CHECK REQUEST

Use this form to request a check from the District Three Foundation Treasurer from your Club's account in the Foundation. Monies a Club has deposited in the Foundation must be used for the furtherance of Club Projects for philanthropic purposes. Use a separate form for each check you request, **include receipts for reimbursements**. Check(s) will be mailed to the Club President for distribution to the recipients unless otherwise noted.

***ALL RECEIPTS MUST BE ATTACHED FOR A REIMBURSAMENT

Mail to: Shannon Schell, Treasurer 3171 Willow Brook Ln, The Villages, FL 32162

Or Email to: seszippy@aol.com

CHECK PAYABLE TO: _____

ADDRESS ON CHECK: _____

AMOUNT: _____

PROVIDE A BRIEF DESCRIPTION OF THE FUNDS REQUESTED:

Signature of Club President

Printed Name Club President

Date of Request

Address of Club President

District Three Foundation Treasurer Use Only

CHECK # _____

DATE PAID _____