



Bird Rock Foundation Payment Request

Complete this form to request a reimbursement check or to issue payment for a Bird Rock Foundation purchase. Checks will be available for pick up in the Treasurer outbox.

Your Name: _____ Date: _____

Email: _____

Description of Purchase: _____

Please issue a reimbursement check for the attached receipts.
 Make check payable to: _____ \$ _____

Please issue a check to a vendor for the attached invoice or estimate.
 Make check payable to: _____ \$ _____

Please call in the BRF credit card for the attached invoice or estimate.
Contact name: _____
 Telephone: _____ \$ _____

This purchase was made on behalf of the Bird Rock Foundation. I have attached supporting documentation for this purchase or payment request.

Signature