NOTE: In order to use the automated features of this form you must open it in either ADOBE READER or ADOBE ACROBAT. Download Acrobat Reader for Free Here

Rotary Club | Redondo Beach Community Foundation

Payment Request

Number _____

Requested by: _____ Date: 0

Made out to _____ Amount $ 0.00

Purpose (as Noted on Check) _____

Budget Line Item (to be debited) _____

Payment Delivery

To _____ for-hand delivery

Mail to _____

_____

_____

_____

☐ partial ☐ paid in full

☐ Reimbursement

☐ Payment

☐ Back-up documentation (quotes, logs, receipts etc.) have been scanned & emailed to the RCRBCF Treasurer

#	Item	Purpose	Amount
1			
2			
3			
4			
5			

TOTAL $ 0.00

Applicable Area
☐ Community Service
☐ Peace and Conflict Resolution
☐ International
☐ Vocational
☐ Youth
☐ Fund Raising Expense
☐ Misc. Operations Expense

Required Approval

Club Area of Service/fund Raiser Chair

Foundation Treasurer

Automatic Distribution

CLICK TO SAVE & EMAIL

Club President
Club President Elect
Club Vice President
Foundation President
Foundation Secretary
Foundation Board Member at Large

For Foundation Treasurer

Check Number _____ date _____

Wire Transfer _____ date _____

Date Mailed/Sent _____

Revision 5: 08042018