

**RIDGEVIEW CHARTER SCHOOL FOUNDATION, INC.**

**EXPENSE REIMBURSEMENT/PAYMENT REQUEST  
IMPORTANT: ATTACH RECEIPTS AND/OR INVOICE.**

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF EXPENSE: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SUBMITTER: \_\_\_\_\_

APPROVAL BY OFFICER: \_\_\_\_\_  
\_\_\_\_\_

*FOR TREASURER USE ONLY*

DATE PAID: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

ACCOUNT CHARGED: \_\_\_\_\_