



Scripps Ranch High School Foundation
 10410 Falcon Way
 San Diego, CA 92131 T: 858 – 621-9020

Staple
 Receipts
 to back behind
 this corner

PAYMENT-REIMBURSEMENT FORM

SRHS Foundation - 2019/2020 SCHOOL YEAR

Name: _____ Date: _____

Activity/Event/Department/Program: _____

Check Payable to (name/address): _____

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Please attach receipts for reimbursements and/or invoices to the back of this form.

Total Check Amount (not to exceed approved amount) \$ _____

Comments/Notes: _____

Approved Board Date: _____ or Budget

Submit form and receipts to Chris Brookes, Treasurer – **Email preferred** (for faster processing) or Foundation mailbox in Staff Lounge (picked up monthly at Foundation meeting).

All requests for reimbursement or payment should be submitted as soon as possible after the expense is incurred.

Please contact me with questions, special requests or urgent reimbursements.
 Chris Brookes Email: chris@ark-management.com

Below for Treasurer's use only:

Date paid: _____ Check # _____ Amount: _____

Budget Item: _____

Budget Item: _____