



Ladera Ranch Education Foundation - LREF

BANKING Account CATEGORY

27762 Antonio Parkway, L1-306, Ladera Ranch, CA 92694

Treasurer@LREFonline.org | www.LREFonline.org

Request Date _____

School Name _____

Event Chairman _____

Budget Category *e.g. Music* _____ School Yr *e.g. 2010-11* _____

Event *e.g. Candygrams, Parent Checks, etc.* _____

Who can AUTHORIZE Payment Requests *e.g. Principal, Office Mgr., Dept. Head:* _____

Estimated Revenue \$ _____

Approx. Date(s) Payments Due _____

Please note that events with more than 10 deposits and 5 check requests may be subject to a fee of \$1.00 per each additional transaction. LREF recommends consolidating transactions to avoid potential fees.

Please allow at least 5 business days for Payment Request processing. Additionally, please allow a minimum of 10 business days from date of deposit until date of Payment Request to allow for returned checks. Accounting of event transactions and follow-up of returned checks is the responsibility of the Event Chairman.

Please give completed form to your LREF School Representative or email to LREF Treasurer for faster processing.

Authorization Information

Principal's Signature ✓ _____

Date _____

Treasurer Use:

Category Number _____

Category Name _____