



Ladera Ranch Education Foundation - LREF

PAYMENT Request Form

27762 Antonio Parkway, L1-306, Ladera Ranch, CA 92694
Treasurer@LREFonline.org | www.LREFonline.org

Requestor's Information:

Request Date _____

Requested By _____

School Name or LREF Position _____

Budget Category *e.g. Music* _____

Event _____

Please describe nature of expense: _____

Check Information:

Amount \$

Make Check Payable to

Method of Delivery (please check):

Hold for pick-up

Other (please specify) _____

*Mail to this address: _____
*pre-approval required _____

Supporting Documentation: (Please check)

- Invoice attached
- Receipt attached

Authorization Information:

Date Approved in Minutes _____

Requestor's Signature _____ Date: _____

Authorizing Signature _____ Date: _____

Treasurer Use:

Date Paid _____ Check # _____ Budget Cat. _____ Warrant # _____