

Ridgefield Boosters  
ACCOUNTS PAYABLE/ REIMBURSEMENT REQUEST FORM



**FOR BOOSTERS USE**

Date Request Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount of Check: \$ \_\_\_\_\_

Account Balance: \$ \_\_\_\_\_ Charged to:  Parent Group \_\_\_\_\_

RHS Principal Boosters Grant Fund  RHS Athletic Director Boosters Grant Fund

RHS Counselors Boosters Grant Fund  Boosters Grant Fund  Other \_\_\_\_\_

Ridgefield Boosters Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed for reimbursement or invoice payment consideration from the Ridgefield Boosters.

Ridgefield Boosters accounts payable cycle is bi-monthly following receipt of request. Request must be received by the 10<sup>th</sup> or 25<sup>th</sup> of the month to ensure payment on the 15<sup>th</sup> or 30<sup>th</sup> of the month

Today's Date: \_\_\_\_\_ Method Submitted:  Boosters Box  US Mail  Other \_\_\_\_\_

Parent Group Name: \_\_\_\_\_

Parent Group Representative: \_\_\_\_\_

Parent Group Representative Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I prefer to have my reimbursement:  Mailed  RHS Mailbox located at  RHS Main Office  RHS Athletic Office

Request must be authorized and signed by ALL of the following:

① Parent Group Coach/Advisor      ② Parent Group Representative      ③ RHS Administrator

- I have received, reviewed and approved this request for reimbursement from the Ridgefield Boosters.
- I understand that upon completion of this request, the Ridgefield Boosters is relieved from any further financial obligations pertaining to this request.

Reimbursement Amount: \$ \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

What was purchased/money used for: \_\_\_\_\_

Parent Group Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Group Coach/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RHS Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form one of three ways:

- ① Ridgefield Boosters Box located in the RHS Athletic Office
- ② US Mail at P.O. Box 129, Ridgefield, WA 98642
- ③ Scanned Copies accepted in addition to submission of original documents.

QUESTIONS?

- Debbie McGravey, Ridgefield Boosters President 360.719.0402 Or email [rhsboosterpresident@gmail.com](mailto:rhsboosterpresident@gmail.com)
- Misty Harrison, Ridgefield Boosters Vice-President 360.606.7969 Or email at [misty.harrison@gmail.com](mailto:misty.harrison@gmail.com)