RIDGECREST HOMEOWNERS ASSOCIATION
C/o Southard, Beckham, Atwater & Berry, P.O. Box 706
Port Orchard, Washington, 98366

RHA INTERNAL REIMBURSEMENT SHEET

From: _____[please print clearly]
To: RHA Treasurer
CC: President [notify by email for information only]
CC: Southard, Beckham, Atwater & Berry Accountants; Attn: **Livia Peroit**
[notify by email with check number]

Subj: **Reimbursement of Personal Funds Expended for RHA Support**

Rules & Instructions: The BoD has authorized the president in his capacity as chief RHA administrator an annual amount for the administrative maintenance of the RHA. Additionally and in accordance with RHA Covenants, Members cannot work or even be paid for their volunteer time; however they are eligible for reimbursements for out of pocket expenses and personal funds expended in support of the RHA. Please fill out below sheet and include another 8 ½' x 11" sheet with attached signed receipts for each item; copy will do, for the listed items below. The treasurer will make all legal disbursements while notifying the president and accountant service.

NOTE: By federal law the RHA has a special money market interest bearing "no-charge" checking account, which only allows three checks per month so the reimbursement check needs to be integratedin with other RHA annual financial commitments.

DATE	*AMOUNT*	*ITEM & REMARKS*

_____ DATE _____
Signature SUBMITTED

_____ DATE _____
APPROVED RHA TREASURER