

LSJE, LLC

6100 Red Hook Quarters, Suite B-3, St. Thomas, VI 00802-1348

Phone: [REDACTED] E-mail: [REDACTED]

Check Request Form

Date of Request:	<input type="text" value="11/28/18"/>	Amount Requested:	<input type="text" value="\$1,856.85"/>
Payee:	<input type="text" value="Palm Tree Printing LLC"/>	Payee Address:	<input type="text" value="[REDACTED]"/>
Payee Contact:	<input type="text" value="[REDACTED]"/>		

Check box if GL coding is split

Invoice N./Memo:	<input type="text" value="Dated 11/06/18"/>	GL Memo:	<input type="text" value="Crew Uniforms - Blue Dock Shirts - Assorted Sizes plus tax"/>
GL Description:	<input type="text" value="Uniforms"/>		
GL Code:	<input type="text" value="60156"/>		
GL Amount:	<input type="text" value="\$1,754.56"/>		

Invoice N./Memo:	<input type="text" value="Dated 11/06/18"/>	GL Memo:	<input type="text" value="x 4 Sample Shirts - Green Labor/Work Long Sleeves plus tax"/>
GL Description:	<input type="text" value="Uniforms"/>		
GL Code:	<input type="text" value="60156"/>		
GL Amount:	<input type="text" value="\$65.28"/>		

Check box if additional pages are included

Other Notes/
Instructions:

Date Approved by Manager:

Manager Signature: