

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="11/29/18"/>	Amount Requested:	<input type="text" value="\$11,446.25"/>
Payee:	<input type="text" value="Reefco Services, Inc"/>	Payee Address:	<input type="text" value="[REDACTED]"/>
Payee Contact:	<input type="text"/>		

Check box if GL coding is split

Invoice N./Memo:	<input type="text" value="113713"/>	GL Memo:	<input type="text" value="Parts and labor for service - 11/09/18
Replaced supports, brackets, drain pan, duct work,
and replaced existing AC unit with new air handler and
condensing units - Media Room - LSJ"/>
GL Description:	<input type="text" value="Air Conditioning"/>		
GL Code:	<input type="text" value="60155e"/>		
GL Amount:	<input type="text" value="\$11,426.25"/>		

Invoice N./Memo:	<input type="text" value="113713"/>	GL Memo:	<input type="text" value="AYH Parking 11/09/18"/>
GL Description:	<input type="text" value="Parking"/>		
GL Code:	<input type="text" value="60219"/>		
GL Amount:	<input type="text" value="\$20.00"/>		

Check box if additional pages are included

Other Notes/
Instructions:

Date Approved by Manager:

Manager Signature: