

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="12/21/18"/>	Amount Requested:	<input type="text" value="\$570.00"/>
Payee:	<input type="text" value="Reefco Services, Inc"/>	Payee Address:	<input type="text" value="3449 Kronprindsens Gade
Suite 5
St Thomas, VI 00802"/>
Payee Contact:	<input type="text"/>		

Check box if GL coding is split

Invoice N./Memo:	<input type="text" value="113758"/>	GL Memo:	<input type="text" value="PM Service Quarterly Fee - 12/05/18
PM - all mini-split units. Clean: filters, evaporator coils,
kitchen and utility room units, utility room evaporator
cover, condensers. Drains cleared, pan tablet added.
Order new power board and add refrigerant for office
system. Recommend repair of Cabana 1 condenser."/>
GL Description:	<input type="text" value="Air Conditioning"/>		
GL Code:	<input type="text" value="60155e"/>		
GL Amount:	<input type="text" value="\$570.00"/>		

Invoice N./Memo:	<input type="text"/>	GL Memo:	<input type="text"/>
GL Description:	<input type="text"/>		
GL Code:	<input type="text"/>		
GL Amount:	<input type="text"/>		

Check box if additional pages are included

Other Notes/
Instructions:

Date Approved by Manager:

Manager Signature: