

# 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="\$1,950.00"/>
Payee:	<input type="text" value="Reefco Services, Inc"/>	Payee Address:	[REDACTED]
Payee Contact:	<input type="text"/>		

Check box if GL coding is split

Invoice N./Memo:	<input type="text" value="113773"/>	GL Memo:	<input type="text" value="PM Service Quarterly Fee - 11/03/18&lt;br/&gt;Check media room, Staff Cottage, Sam's Place, Master bed and bath, all gym units. Changed/cleaned filters, drains, coils."/>
GL Description:	<input type="text" value="Air Conditioning"/>		
GL Code:	<input type="text" value="60155e"/>		
GL Amount:	<input type="text" value="\$1,950.00"/>		

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: