

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="12/24/18"/>	Amount Requested:	<input type="text" value="\$2,875.00"/>
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="113814"/>	GL Memo:	<input type="text" value="Materials and labor, Service call - 12/03/18
Repair wire beneath house. Order and replace two electrical boards. Staff Cottage - LSJ
Includes x 12 hours of labor @ \$105.00/hour"/>
GL Description:	<input type="text" value="Air Conditioning"/>		
GL Code:	<input type="text" value="60155e"/>		
GL Amount:	<input type="text" value="\$2,875.00"/>		

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:

AC Unit at LSJ staff cottage repeatedly blowing fuse. Found wire beneath house had been chewed through, also resulting in two blown boards. Unit is repaired.

Date Approved by Manager:

Manager Signature: