

# 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="\$13,817.00"/>
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="113712"/>	GL Memo:	<input type="text" value="Parts and labor for service - 10/11/18 - 10/15/18&lt;br/&gt;Install x 2 new 36K BTU High Efficiency Air&lt;br/&gt;Conditioners - RO - LSJ"/>
GL Description:	<input type="text" value="Air Conditioning"/>		
GL Code:	<input type="text" value="60155e"/>		
GL Amount:	<input type="text" value="\$13,772.00"/>		

Invoice N./Memo:	<input type="text" value="113712"/>	GL Memo:	<input type="text" value="AHY Parking 10/11/18 - 10/15/18"/>
GL Description:	<input type="text" value="Parking"/>		
GL Code:	<input type="text" value="60219"/>		
GL Amount:	<input type="text" value="\$45.00"/>		

Check box if additional pages are included

Other Notes/  
Instructions:

Date Approved by Manager:

Manager Signature: