

Lake Zurich Service Unit Check or Reimbursement Request Form

Check requests and receipts should be dropped off at/mailed to: Laura Rogers, 990 Cedar Creek Dr, Lake Zurich, IL 60047 or emailed to lzs646treasurer@gmail.com. EMAIL IS PREFERRED. Call or email with any questions. 847-778-0290.

PLEASE FILL OUT ONE FORM FOR EACH CHECK BEING REQUESTED

Date Request Made: _____

Request Made By: _____ Phone Number: _____

Email: _____

What service unit event is this check for? _____

Did you include your receipts for this check request (circle one): Yes No

Please Note: Reimbursement checks cannot be written until all receipts have been given to the service unit treasurer.

If no, why were receipts not included with this request? _____

If no, when will you provide receipts for this request? _____

Reimbursement Information:

If this is a reimbursement request, please provide the following information:

Receipt From (List name of store):	Reimbursement Amount (Indicate from this store how much the service unit should reimburse for):
TOTAL AMOUNT FOR REIMBURSEMENT:	

Please Note: Receipts may be emailed and must be in PDF or JPEG format only. .HEIC format cannot be accepted.

Check Information:

Check Needed By: _____

Address Check Should Be Sent To:

Check Should Be Made Out To:

Check Should Be (select one):

Mailed

Left in Laura's GS bin for you to pick up

Treasurer Use Only: Received On: _____ Check Number: _____ Check Sent On: _____