

To: Mrs. Cathy Daguinod
Luscan Treasurer
12326 Windstream Lane,
Jacksonville, FL 32258

Date: _____, 2010

Request for Reimbursement for Shipping Cost of:

Qty ____ - _____ (name of courier) box(es) containing Used Books and Supplies donated by _____ for the Luscan Library:

Qty ____ - _____ (name of courier) box(es) containing Brand New Books donated by _____ for the LUSCAN Library

Total Boxes = ____

Amount to Reimburse: ____ (Qty) x \$ ____ = \$ ____ .00

Please make check payable to:

Street: _____ Apt. Unit _____
City: _____ State _____ Zip Code _____

For Accounting Record:

Example:

- Forex WFC 315915 dated 04/20/2010 – Forex Box shipment of Used Books and Supplies for Luscan Library, donated by Pros and Nora Galido
Amount for reimbursement = \$70.00
- Courier Invoice # _____ dated ____/____/2010
Name of Courier _____
Box shipment of Used Books and Supplies for Luscan Library, donated by _____
Amount for reimbursement = \$____.____
- Courier Invoice # _____ dated ____/____/2010
Name of Courier _____
Box shipment of Used Books and Supplies for Luscan Library, donated by _____
Amount for reimbursement = \$____.____

- Courier Invoice # _____ dated ___/___/2010
 Name of Courier _____
 Box shipment of Used Books and New Supplies for Luscan Library, donated by _____
 Amount for reimbursement = \$____.____

Courier Invoice # _____ dated ___/___/2010
 Name of Courier _____
 Box shipment of New Books and Supplies for Luscan Library, donated by _____
 Amount for reimbursement = \$____.____

Total Amount for Reimbursment = No. of Boxes _____ x \$_____per box = \$____.00

Enclosed for Accounting Record:

Please Check:

- _____ Packing lists
- _____ Pictures of the boxes shipped
- _____ Courier Invoice(s)

Requested by: _____, Member of LUSCAN

Approved by:

Date Approved: _____

Endorsed to :

Treasurer: _____ Date: _____

Auditor: _____ Date: _____