



## Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Wednesday at 5:00 pm** to be paid on Friday of the following week.
- If past 5:00 pm, or missing the required signature, the request will **NOT** be processed for payment the following week.
- Lifeworks can only reimburse expenses up to **60 days past the date of service**.

Lifeworks Coordinator: \_\_\_\_\_ Month: \_\_\_\_\_

Client Name/ID: \_\_\_\_\_ Support Manager: \_\_\_\_\_

Please Issue Check to: \_\_\_\_\_

Mail Check to (Address): \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of Loads \_\_\_\_\_ x Rate per load \$ \_\_\_\_\_ = Total \_\_\_\_\_

**Requirements to avoid a delay in payment, check the boxes below to verify the information**

- There are enough funds in the budget to process this request
- This is approved in the current plan
- The form is signed and dated by the Support Manager

Support Manager Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

LIFEWORCS.ORG

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Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer. This information can be provided in an alternative format upon request.