

Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Friday at 5:00 p.m.** to be paid on Friday of the following week.
- If past 5:00p.m. or missing required documentation the request will not be processed for payment the following week.
- Lifeworks can only reimburse expenses up to 10 months past the date of service/purchase.

Lifeworks Coordinator: _____ **Month:** _____

Client Name/ID: _____ **Support Manager:** _____

Please Issue Check to: _____

Mail Check to (Address): _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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:** _____

FOR OFFICE USE ONLY: Amount: _____ **Approved:** _____

Amount: _____ **Approved:** _____

Mail: Lifeworks Services, Inc.
6636 Cedar Ave S Suite 250
Richfield, MN 55423

FAX: 651-454-2773
Email: Reimbursements@lifeworks.org

This information can be made available in an alternate format upon request. Our TTY phone number is 651-365-3736. Equal Opportunity Employer. Updated 10/15/19