



# Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • loxahatcheecgrovesfl.gov

## CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2016-02MK
Vendor #

Request Date: February 17, 2016

Vendor Name: Mark Jackson

Vendor Address: 687 D Road, Loxahatchee Groves, FL 33470

Request by: \_\_\_\_\_

Department\*: Transportation Fund

Account: 101-541-468-000

Description: Reimbursements -  
Road Repairs - 8th Place North

Amount: Issuance of this payment is authorized for the purpose noted  
\$360.00

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

\* Repairs, Capital Expenditure, and extra-ordinary expenses must be approved by Department Commissioner prior to submitting for payment