

SU-LIR Library Reimbursement Submission Form

Instructions:

1. Please complete this form for all non-Mackin.com library purchases
2. Your School Org ID # can be found on the NAD Dashboard
3. Choose from Category options: Books, Furniture, Hardware, Media, Other, or Software
4. Total receipts must match form total purchases including sales taxes and shipping & handling charges
5. Correctly total each line across and down for S&H, Amount, and Total Purchase
6. Submissions payable to school name only. No personal payees will be processed
7. Email completed form and receipts to lirsupport@southernunion.com.
8. Please allow 7-10 business days for processing

School Name: _____ Today's Date: _____
 Full Address: _____ School Org. ID#: _____

Vendor	Description	Category	Shipping & Handling	Amount	Total Purchase
Totals:					

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Requester Contact Information:

Name: _____

Email address: _____

Phone number: _____

Please allow 7-10 business days from date of receipt, for processing.