

SU-LIR Library Reimbursement Submission Form

Directions:

Please complete this form for all non-Mackin.com library purchases. Complete each slot and email it with receipts to lirsupport@southernunion.com.

School Name: _____ Today’s Date: _____

Full Address: _____ School Org. ID#: _____

Reset Form:

Print Form:

Vendor	Description	Category	S&H	Amount	Total Purchase

Requester Contact Information:

Name: _____

Email address: _____

Phone number: _____

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