

Minnesota Education and Training Voucher (ETV) Program Form 9: Check Request Form

This form must be completed and signed every time you request a payment.
Payments may take up to 14 business days after your request is received.

| | | | |
|-----------------|-----------------------|----------------------------------|------------|
| Name: | Merhawi Temnewo | Student ID # (tuition payments): | |
| Address: | 3849 Portland Ave | | |
| City/State/Zip: | Minneapolis, MN 55407 | | |
| E-mail: | merhawi88@gmail.com | Phone: | 6125847591 |

Description of Expense: Phone plan payment

Is the receipt or required documentation attached? (See Expense Guidelines) Yes No

Is this a monthly expense (rent, utilities, internet, phone, insurance, etc.)? Yes No

*Note: If yes, advance payments of up to 3 months can be made **directly to the vendor.***

Send Reimbursement/Payment to:

Name/Vendor: Merhawi Temnewo

Address: 3849 Portland Ave

Phone: 6125847591

Email address: merhawi88@gmail.com

Amount Requested: \$117

Due Date: 11/02/13

By signing this form I agree that the expenses listed above are related to the cost of attendance for my school or program. I understand that all requests must be approved by LSS staff, and that requests cannot be processed without complete and accurate information, the necessary attached documentation and my signature.

Student Signature: 

Date: 11/02/13

Mail or Fax with Documents/Receipts to:

Lutheran Social Service of MN

Attn: ETV Program Coordinator

2200 23rd Street NE, Suite #2035, Willmar, MN 56201

Office Number: 320-231-7075; Fax Number: 320-231-7037

(When calling/faxing from a landline, remember to begin with "1" for a long distance call!)

| FOR OFFICE USE ONLY | | | |
|---------------------|----------------|--------------------------------------|------------|
| Amount Approved: | Date Received: | Date sent to St. Paul: | Voucher #: |
| Check/EFT #/Date: | | Signature of person releasing funds: | |

- | | | |
|---|---|--|
| <input type="checkbox"/> 7520 Tuition/Books | <input type="checkbox"/> 7500 Room & Board | <input type="checkbox"/> 7560 Transportation |
| <input type="checkbox"/> 7552 Funds/Disability | <input type="checkbox"/> 7510 Study Abroad | <input type="checkbox"/> 7588 Work Experience |
| <input type="checkbox"/> 7584 Childcare | <input type="checkbox"/> 7556 Loan Fees | |