



Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Wednesday at 5:00 pm** to be paid on Friday of the following week.
- If past 5:00 pm, or missing the required signature, 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: _____

LIFEWORCS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423

Phone: 866-454-2732 | Fax: 651-454-2773 | Email: reimbursements@lifeworks.org

Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer. This information can be provided in an alternative format upon request.

Updated 8/22/2025