IRC Literacy Support Grant
Payment Request Form

Legible receipts or invoices must be attached to receive payment. Please forward a payment request for invoices being sent to and paid directly by IRC. Only approved items within the approved budget amount will be honored. Make copies of this form if you will be submitting receipts more than one time.

Program/Project Title:

Contact Name: __________________________ Phone: __________________________

Email: ____________________________________ Total Amount Approved: $______________

Requests should be postmarked by June 1st to receive payment.

<table>
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<tr>
<th>Description of Item</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Total Cost</th>
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Total Payment Request: $______________

Receipts/Invoices submitted by: __________________________ Date: ______________

Make check payable to: ____________________________________________________________

Mail to: _____________________________________________________________

Address: _________________________________________________________________________

City: __________________________ State: ______________ Zip: _______________________

Send completed form, invoices, and receipts to:
Literacy Support Grants
Illinois Reading Council
203 Landmark Drive, Suite B
Normal, IL  61761