

# 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 1<sup>st</sup> to receive payment.**

Description of Item	Quantity	Cost Per Item	Total Cost

**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:**

**Illinois Reading Council  
Attn: Literacy Support Grants  
1100 Beech Street  
Building 8, Suite 2  
Normal, IL 61761**