

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.

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:

**Literacy Support Grants
Illinois Reading Council
203 Landmark Drive, Suite B
Normal, IL 61761**