

## DISBURSEMENT REQUEST

Person Requesting Check/Payment Kerrie Luginbill Request Date 11/17/2020

Date Check/Electronic Funds Transfer (EFT\*) is needed: Preferably by the 12/10

Payable to CashStar, Inc. (this is Kroger Corporate Gift Cards) Amount \$5,760.00

Address: PO BOX 913248 General Ledger Code Not sure

City: Denver State CO Zip: 80291-3248

This expense is part of our annual Committee Budget approved by Board:

Yes  No (Explain): This is for District Grant Project 3424  
(<http://www.matchinggrants.org/district/project3423.html>)

### Expense Description

The funds from this grant will be used to purchase gift cards for items like groceries, gas and school supplies

Receipts/Invoice Attached:  Yes  No

Send payment to:  Payee (address above)  Person Requesting  Other (specify): Payment must be sent via USPS since this is to a PO Box (see invoice) so either Kerrie can send or you can send per their instructions – let me know, **must write Order #: CBDUB8MFWU on the check!**

Sponsoring Committee: Community Service Committee & District Grants Committee

Name of Committee Chair: Chuck Rutenburg

Please submit completed request to Treasurer. [treasurer@fortcollinsrotary.org](mailto:treasurer@fortcollinsrotary.org)

If applicable, please scan receipt(s) and/or invoice and send with request.

\* For EFT transactions, please provide bank routing information separately



Dear Kerrie Luginbill,

Thank you for your Kroger Corporate Gift Cards order! Once payment has been received and cleared, we will review your order and notify you when it is released for processing. If you have not already, we kindly ask that you remit payment using the information provided on your order invoice.

Your order number is #CBDUB8MFWU.

To download a copy of your order invoice, please follow the below instructions.

1. Log into your Kroger Corporate Gift Cards account
2. Click on "ORDERS" from the upper righthand corner
3. Select the blue order number beginning with "CBD"
4. Click on "View/Print Invoice"

Order invoices include your order details and the remittance information needed to initiate payment. Please reach out to your Accounts Payable Team or financial institution if you need help processing payment.

If you have any questions regarding your order, please email us at [krogercorporategiftcards@cashstar.com](mailto:krogercorporategiftcards@cashstar.com) or call 833-302-5739.

Thank you for being a valued client of The Kroger Family of Companies!

Sincerely,

Kroger Corporate Gift Cards Team

# Thank you for your order!

1 PAYMENT ——— 2 CONFIRMATION

Order #: CBDUB8MFWU

Created: 17 Nov 2020

[Check Order Status](#)

## Physical Gift Cards

Item	Delivery Method	Qty.	Value	Total Value	Item Subtotal
Kroger: Family of Stores	FEDEX Overnight	100	60.00 USD	6,000.00	5,760.00 USD
 Kerrie Luginbill Old Town Media, Inc. 400 Remington St. Fort Collins, CO 80521					

## Order Summary

Total Card Value	6,000.00
Discount	(240.00)
Per Order Fee	0.00
Per Card Fees	0.00
Shipping	0.00
Tax	0.00
<b>Total</b>	<b>5,760.00 USD</b>

Payment:  Check

# Checkout

1 PAYMENT ——— 2 CONFIRMATION

\* Required field

## Payment

☆ Use Preferred Payment methods for a 1.00% discount on applicable items

Credit Card

Check ☆

Wire ☆

ACH ☆

### Check

**Note new payment information below**

**IMPORTANT: Orders paid for by company check must be held for 5 business days after the check has been deposited into our bank account. Checks must be sent via USPS, as FedEx and UPS do not deliver to PO Boxes.**

**Payment must be made using a company check. We are unable to accept personal checks or checks from an organization other than the one listed on your account.**

To send a company check, please:

**Make Payable To:** CashStar, Inc.

**Mail To:**

CashStar, Inc.

PO BOX 913248

DENVER, CO. 80291-3248

Please include your order number and organization name on your company check.

When planning your purchases, please allow 1-2 business days from the time your order has been released for your cards to be fabricated and packaged.

For payment by company check, you should expect to receive your cards 7-8 business days after the funds have been deposited into our bank account. For faster processing, please consider paying via business ACH or wire transfer (see options above).

Good at Food 4 Less stores in So. CA, IN and IL only.