

MELROSE HEADQUARTER OFFICE

700 Kraft Drive SE, PO Box 40
Melrose, MN 56352-0040
(800) 962-0655

**ST. JOSEPH BRANCH OFFICE**

29643 Frontage Road, PO Box 816
St. Joseph, MN 56374-0816
(800) 962-0655

CONTRACTOR ADVERTISEMENT REIMBURSEMENT REQUEST

Date: _____

Company name: _____

Contact name: _____

Phone number: _____

Email address: _____

Address: _____

Total cost of
advertisement: _____

Total requested
reimbursement: _____

(capped at 50% of ad or \$500) _____

Signature: _____

Along with this form, please submit the following items:

- ☐ Copy of paid invoice
- ☐ Ad copy (print copy; digital link; screenshot of digital advertisement; radio ad script; radio ad listing of exact airtimes)

Submit required items to:

Whitney Ditlevson

Email: wditlevson@stearnselectric.org

Mail to: Stearns Electric Association | PO Box 816 | St. Joseph, MN 56374

For internal use only:

APPROVED BY:	
DATE:	