

**NDLA Centennial Conference**  
**"Celebrating our Past, Embracing our Future"**  
**September 20 - 22, 2006**  
**Fargo, ND – Doublewood Inn**

**Request for Third Party (Vendor) Payment Form**

**Use this form for expenses coming out of the 2006 conference budget.**

The purpose of this form is to explain and authorize charges appearing on a vendor invoice or statement. Mail this form along with invoices or statements in your possession to the Conference Chair. *Please indicate if the invoice or statement will be sent directly to the Conference Chair by the vendor under "Other Comments."*

**Name of Vendor:** \_\_\_\_\_

**Address of Vendor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Purchase or Service:** \_\_\_\_\_ **Expense Amount:** \$ \_\_\_\_\_

**Description of Purchase or Service (include quantity):**

\_\_\_\_\_

**Purpose of Purchase or Service:**

\_\_\_\_\_

**Other Comments:**

\_\_\_\_\_

**Name of NDLA Member Responsible for Expense** \_\_\_\_\_

**I certify that the expenses on the vendor invoice / statement are accurate.**

**Your Signature** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

**Your E-mail address:** \_\_\_\_\_ **DT Phone:** \_\_\_\_\_

**Please return form with invoices and direct questions to Beth Postema, Fargo Public Library, 102 N 3<sup>rd</sup> St., Fargo ND 58102-4899 ; Phone: (701) 241-8198 ; e-mail: BPostema@cityoffargo.com**

Conference Chair Approval \_\_\_\_\_ Date \_\_\_\_\_