

**NDLA 2007 Annual Conference
September 26 - 28, 2007
Jamestown, ND – Jamestown Civic Center**

Request for Third Party (Vendor) Payment Form

Use this form for expenses coming out of the 2007 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 Donna James, Allen Memorial Library, 101 College St SW, Valley City, ND 58072-4098 ; Phone: (701) 845-7275 ; e-mail: donna.james@vcsu.edu

Conference Chair Approval _____ Date _____