

NDLA 2009 Annual Conference
“Evolution of the Library”
September 23 - 26, 2009
Dickinson, ND – Days Hotel – Grand Dakota Lodge & Conference Center

Request for Third Party (Vendor) Payment Form

Use this form for expenses coming out of the 2009 conference budget.

This form's purpose 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 receipts and direct questions to Laurie McHenry, Thormodsgard Law Library, University of North Dakota, 2968 2nd Ave N Stop 9004, Grand Forks, ND 58202-9004
Phone: (701) 777-3475 Fax (701) 777-4956; e-mail:
lauriemchenry@mail.und.nodak.edu**

Conference Chair Approval _____ Date _____