MPLA/NDLA/SDLA Conference
Request for Payment

This form must be submitted to the Conference Treasurer for payment or reimbursement of Conference expenses. Receipts, invoices, or statements **are required** for all expenditures. If an invoice or statement will be sent directly to the Conference Treasurer, this form may be submitted by fax.

Send payment to (type or print name and mailing address):

Send this form and receipts to:

MPLA/NDLA/SDLA Conference Treasurer
Kathryn Thomas
NDSU Library
PO Box 5599
Fargo ND 58105-5599

Phone: 701-231-8863
Fax: 701-231-7138
Kathryn.Thomas@ndsu.nodak.edu

Date of Purchase or Service: _____ Total Expense Amount: $ _____

Itemized Description of Purchase or Service: _____

_____

_____

_____

_____

_____

_____

_____

_____

Person Responsible for Expense: _____

Budget Category (Section, Executive Board, etc.): _____

I certify that these expenses are accurate.

Signature: _____

Date: _____ Daytime Phone Number with Area Code: _____

E-mail address: _____

This section for Treasurer's use.

Approved:

Check Number: Amount: $ Date Paid: