



# REQUEST PAYMENT/CHARGE NOTIFICATION

To ensure payment, please complete section 1 or 2 and section 3.

Email the completed form to Mark Art's Bookkeeper: [Aleisha@markartsk.com](mailto:Aleisha@markartsk.com). The request will be approved by DW Budget Chair for payment through Bill.com.

## ① REQUEST REIMBURSEMENT TO MEMBER

Receipt Attached

Member Name: \_\_\_\_\_

Member Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Member Phone: \_\_\_\_\_ Member email: \_\_\_\_\_

Committee: \_\_\_\_\_

## ② REQUEST TO PAY VENDOR/CHARGE NOTIFICATION

Invoice Attached       Need Check in Advance (must be received by Mark Arts 10 days before payment is due)

- Fill out any fields below that are not available on an attached vendor invoice.

Purchased/Charged by Member Name: \_\_\_\_\_ Date Occurred: \_\_\_\_\_

Pay to Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_ Vendor email: \_\_\_\_\_

## ③ ITEMS TO BE PAID

<u>Item Total</u>	<u>Event</u>	<u>Purpose and Description of Items purchased/Charged</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
\$ _____	<b>GRAND TOTAL</b>	

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT LIST:**      Discretionary (E)    DW Meeting (E)      Staff Appreciation (E)    Winter Party (E)      HT Bake Sale (I)  
HT Boutique Sale (I)    HT General (I)      HT Girls Night Out (I)    HT Preview Party (I)    HT Mother/Daughter Tea (I)    HT Food/Beverage Sales (I)

HT: Holiday Tables.    E: Equity Bank.    I: Intrust Bank

\*Any contractor, lawyer, or outside services payments that exceed \$600 require a completed W-9 on file.