

# PAYMENT REQUEST FORM

Use one form per Payee

Association for Information Science & Technology

<b>Payable To:</b> <b>Address:</b> for wire transfers address must be address of record for bank account  <b>Email:</b>	<b>Payment Method:</b> Check (ensure complete address included) - US and Canada Only Paypal to ID: _____ Via Bank Transfer to: Bank Name Swift ID Bank ABA IBAN/Acct: Payee Phone
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<b>Today's Date:</b>
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All requests must be accompanied by receipt or written justification/documentation of expense.

Vendor (if other than Payee)	Amount US\$	Purpose	SIG/Chapter/Class
<b>Total Due to Payee:</b>	<b>\$</b>		

Additional explanation, if required:

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Executive Director Approval: