



# CHAPTER ACCOUNTS PAYABLE REQUEST

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 247-9464 • NDIA.org

### INSTRUCTIONS:

- Fill out this form and include names of 2 Chapter authorizers
  - One authorizer must be a Chapter officer
  - Second authorizer must be a Chapter Board member (can be a 2nd officer)
    - Copying the 2nd authorizer on the submission constitutes 2nd party authorization of the disbursement
  - Neither approver can be the individual to whom funding is directed, nor can the approver be a representative of/employee of/owner of the organization to which the funding is directed
- Attach all supporting documentation (contracts, invoices, itemized and credit card receipts, sales orders, W9s, etc.)
  - Chapters must submit a W9 for disbursements to individuals, non-profits, LLCs, or anything other than a major vendor (such as Zoom or Constant Contact) when the amount is greater than \$600
  - This includes all scholarships, sponsorships or grants greater than \$600
  - If in doubt about whether a W9 is required, email Chapters@NDIA.org
  - Chapters must include a list of attendees for disbursement requests supporting meetings
- Email to Chapters@NDIA.org to process
  - Disbursements are made Thursday afternoons; please submit all requests by COB Wednesday to ensure payment on Thursday

Please confirm payment method:

ACH (If ACH, email Chapters@NDIA.org to securely provide bank account information)

Credit Card

Check

Date	Chapter:
Check Requested by:	Position
Second Approval	Position
To Be Paid To:	If check requested, mail to:
What is this payment for? (please be specific):	Amount
Any Special Instructions?	Chapter POC Signature

### For internal use only

Account(S)  
Code Allocation:

Senior Vice President, Membership & Chapters

Please expedite check request processing.