



CHAPTER ACCOUNTS PAYABLE REQUEST

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 247-9464 • (703) 522-1885 Fax • NDIA.org

INSTRUCTIONS:

1. 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
2. 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
3. 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

Check Requested by:

Second
Approval

To Be Paid To:

What is this payment for? (please be specific):

Any Special Instructions?

Chapter:

Position

Position

If check requested,
mail to:

Amount

Chapter POC Signature

For internal use only

Account(S)
Code Allocation:

Senior Vice President, Membership & Chapters

Please expedite check request processing.