# NDIA WID CHAPTER ACCOUNTS PAYABLE REQUEST

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

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 Tuesday. It is not guaranteed that requests submitted by Tuesday will go out on Thursday - it is best to submit all requests the prior week.
   - Disbursements related to Chapter events (payments to vendors, award checks, etc.) should be submitted to HQ at least two weeks in advance to the date the payment is needed

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Please confirm payment method:

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

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| 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 |
| | Chapter POC Signature |
| Any Special Instructions? | |

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**For internal use only**

Account(S) Code Allocation:

NDIA HQ Approval

Please expedite check request processing.