



NATIONAL BAR ASSOCIATION
EST. 1925

Thurgood Marshall Center
1816 12th St. NW - 4th FL
Washington, DC 20009
202 842-3900

Payment Request Form

Requested By:

Title

Subpart

Email Address

Mobile Phone

Date

Purpose/Description

Payee Name

Address

Address

City, State, Zip

Phone

Tax ID Number

EXPENSE DETAIL					
	Account Number (Internal Use Only)	Account Name (Internal Use Only)	Section, Division, Region Name	Event/Purpose	Amount
Account:					
Account:					
Account:					
Account:					
				Total:	

Approvals	SIGNATURE	TITLE	DATE
	_____	Requestor	
	_____	Subpart Chair	
	_____	CFO	
	_____	President	
	_____	Treasurer	

**Submit Form and Supporting Documents to:
PaymentRequest@nationalbar.org**

For Treasurer's Use only

Request Paid: _____ **Date:** _____ **Check #:** _____ **Amount: \$** _____

Excerpt from Fiscal Policy

Accounts Payable Management/Check Disbursement Process for NBA Subparts

The following procedures/guidelines shall be utilized by NBA Subparts when paying a vendor or requesting reimbursement from its internal NBA account or an approved outside account.

If a subpart seeks to pay a vendor or obtain reimbursement from its NBA internal account, it shall submit a copy of the following to the NBA office:

- Invoice
- Payment Request Form or Expense Reimbursement Form
- Vendor's completed W-9
- The signed Agreement(s) and/or documentation evidencing such contractual agreement, if applicable

The Payment Request Form shall be completed by the subparts' chairperson and/or director and approved by the subpart treasurer.

If a subpart hires a vendor utilizing its approved outside account, it shall maintain a copy of and submit the following documents to the NBA office:

- Signed Agreement(s), if applicable
- Invoice
- Approved Payment request
- Payment receipt
- Copy of the payment check (if applicable)
- Vendor's completed W-9

The sub-part treasurer shall maintain a file for each vendor. *See NBA Record Retention Schedule above, pages 11-13.* The following documents shall be placed in each vendor's file:

- Copy of the Check and one original payment stub.
- Original invoice
- Approved PRF
- Completed Vendor W-9
- Signed Agreement(s) and/or documentation evidencing such contractual agreement, if applicable

On a monthly basis, all disbursements must be reconciled against the subpart's outside bank account(s).

