

# Payment Request Form

For Reimbursements/Invoices



Send this form to the NJLA Office via email, or mail.  
Payment requests are forwarded to the NJLA Treasurer on the Friday after they are received.  
Checks are mailed to the recipient the following week.

<b>Today's Date</b>	
<b>Your Name</b>	
<b>Position in NJLA</b>	
<b>Signature</b>	
<b>Total Amount</b>	
<b>Purpose, amount, and date for which payment is sought. Please attach receipts/invoice.</b>	

<b>Make check payable to:</b>	
<b>Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone Number</b>	

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