

# Nebraska Library Commission



The Atrium • 1200 N St. • Suite 120  
Lincoln, NE 68508-2023  
402-471-2045. • Fax 402-471-2083

## REQUEST FOR PAYMENT

Pay To:

Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Project: \_\_\_\_\_

For Period: \_\_\_\_\_

Description	Total
Amount Requested	\$ _____

I certify that the above funds requested are correct and for the purposes set forth in contract documents.

By: \_\_\_\_\_  
(Signature) (Title)

Date: \_\_\_\_\_

### NLC Use Only

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Submit original to: Accounting Office, Nebraska Library Commission

Make copy for your records

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## REQUEST FOR PAYMENT

Pay To:

Name: Joe Scholarship

Attention: \_\_\_\_\_

Address: 801 E 9th St

City: City, State ZIP

Federal Tax ID No.: \_\_\_\_\_

Project: Scholarship Program

For Period: 2011

Description	Total
EXAMPLE: Stipend for Laptop Computer (see attached receipt)	\$700.00
EXAMPLE: Stipend for ALA Conference attendance (see attached expense reimbursement form and receipts)	\$1,101.19
EXAMPLE: Stipend for one year ALA membership, student rate, plus AASL Division membership, student rate (see attached receipt)	\$53.00
EXAMPLE: Reimbursement for books for Algebra class, Collection Development class, Fall Semester 2011 (see attached receipts)	\$212.18
Amount Requested	<u>\$ (Total of above)</u>

I certify that the above funds requested are correct and for the purposes set forth in contract documents.

By: \_\_\_\_\_  
(Signature) (Title)

Date: \_\_\_\_\_

### NLC Use Only

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Submit original to: Accounting Office, Nebraska Library Commission

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