



## Request for Payment Required Information Checklist

For Nonprofit Organizations Awarded Arts and Culture Funding in Fiscal Year 2017

### **REQUIRED CONTRACT INFORMATION**

- Contractor's legal name
- Address
- Phone number
- Contractor invoice number
- Invoice date
- Contract number
- Purchase order number, issues by the City
- Printed on organization's letterhead
- Signature of authorized representative

### **REQUIRED REQUEST INFORMATION**

- Request amount
- What number request this is for the organization
- Itemized expense information
- Match income information

### **IF APPLICABLE**

- Documentation for direct deposit expenses
- Documentation of credit card expenses

### **OPTIONAL, IF PREFERRED**

- Electronic Funds Transfer (EFT) enrollment form (If your organization already uses EFT for payments from the City, there is no need to complete the form again.)