



**LOUISIANA LIBRARY ASSOCIATION**

8550 United Plaza Blvd., Ste 1001  
Baton Rouge, LA 70809

**PAYMENT REQUEST**

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

Please pay to: \_\_\_\_\_

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

\_\_\_\_\_

Reason for Payment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Requested by: \_\_\_\_\_

Approved by Section Chair or President: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Authorized by Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Authorized: \_\_\_\_\_ Account Code: \_\_\_\_\_