



Louisiana Library Association  
421 South 4th St, Eunice, Louisiana 70535 (337) 550-7890

**PAYMENT REQUEST**

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

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

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

\_\_\_\_\_

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Reason for payment: \_\_\_\_\_

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Amount Requested: \_\_\_\_\_ Payment Requested by: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

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

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