

NEW YORK ANNUAL CONFERENCE
DISBURSEMENT REQUEST

SUBMIT USING ONE OF THE FOLLOWING METHODS:

DATE: _____

- 1) Fax to 914-401-0393 Attn: Accounts Payable
- 2) Scan / e-mail to Gail Kamerman at gkamerman@nyac.com
- 3) Mail to: New York Annual Conference
Attn: Accounts Payable
20 Soundview Ave
White Plains, NY 10606

ALL disbursements require supporting documentation (invoices, receipts, etc)

MAKE CHECK

PAYABLE TO*: _____

AMOUNT: _____

ADDRESS:

BOARD / COMMISSION

GL ACCOUNT #

(internal use only)

REASON FOR PAYMENT:

SIGNATURE:

* If this disbursement represents taxable income to the recipient, a Social Security number for 1099 purposes will be required