

**St. Louis Parish  
Payment Request**

Date Check Needed: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Signature: \_\_\_\_\_

Reason for Expenditure:

Remit To: \_\_\_\_\_ Return To: \_\_\_\_\_

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

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

\_\_\_\_\_

**Account Distribution**

Account No.	Amount	Notes
Total		

**\*Please Note: St. Louis Parish is a tax exempt organization therefore sales tax will not be reimbursed  
\*\*No Exceptions\*\***

An IRS Form W-9 must be completed and submitted to accounting on all individuals or unincorporated businesses who provide services before payment can be processed. Failure to do so will require that 28 percent will be withheld from vendor for Federal Income Tax. Attention and compliance is of the utmost importance.

Special Instructions to accounting:

**Entries Below are for Accounting Use Only**

Date Entered	Check Prep By (Initials)	Check Number	Check Date	Check Signed By (Initials)