



Commission for Arts and Culture

CHECKLIST

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.)