

## LTYFDB PAYMENT REQUEST FORM

### Instructions:

- Fill out all sections of the form completely. Please use one form per item you are requesting payment or reimbursement for;
- Attach order form or receipt (costume/registration/other) to request ; and
- Check your LTYFDB account balance – payments to vendors will not be made if there are not funds to cover the expense unless a difference payment is attached to this request. No exceptions.

<b>Dancer Name:</b>	
<b>Parent Name(s):</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Today's Date:</b>	
<b>Vendor Name (for a reimbursement, use your name):</b>	
<b>What is the Event Name, Item or Type of Purchase?</b>	
<b>Balance of Your LTYFDB Account:</b>	<b>\$</b>
<b>Additional Amount Paid to LTYFDB if Account Balance Is Not Sufficient</b> (A difference payment may be made via cash, money order or check made out to LTYFDB)	<b>\$</b>
<b>Total Payment Amount Requested To Vendor*</b>	<b>\$</b>

\* Please check your LTYFDB account balance prior to submitting this Payment Request Form. Payments will not be made if there are not funds to cover the expense unless a difference payment is attached to this request. No exceptions.

Please email the LTYFDB email inbox with any questions about account balances, or to confirm submission of this payment request form.