



## Chapter and Section Payment Request Form

Date \_\_\_\_\_

Dollar amount requested: \_\_\_\_\_

**Please complete this form, attach supporting documentation (e.g., copy of receipts or invoices) Return to Vicki Evans via email at:  
[vevans@ceramics.org](mailto:vevans@ceramics.org)**

Please provide a brief description of reason for this payment request:

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Date funds are needed: \_\_\_\_\_

Section Chair/Treasurer Signature: \_\_\_\_\_

**\*Note:** Signatures are needed from either the section chair or section treasurer.

Recipient's name and complete mailing address: (required for all payment types)

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

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email address (required, for automatic payment notifications):

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**Options for payment (check one):**

PayPal - for USA or Int'l vendors (preferred for Int'l vendors)

ACerS check in US dollars (USA payments only, if no other method is available to you)

ACH – for USA payments

Wire transfer (for international, fees may apply)

**PAYPAL** - To receive payment by **PayPal**, you need a valid PayPal account

If you do not have one, you can establish one at <https://www.paypal.com/home>.

PayPal Account Name (if different than Your Name):

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PayPal email account:

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**CHECK** - Payment will be issued to the name and address listed above

**ACH (USD) or INTERNATIONAL WIRE (USD or Other currency)**

To receive payment by **ACH or Wire Int'l**, complete ALL FIELDS that apply

Beneficiary Name (if different than Your Name):

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Beneficiary Address (if different than above address):

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Bank Account Number:

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Type of Account: Checking  or Savings  and Business  or Personal

Currency Preference: US Dollar  or Other  (list Currency) \_\_\_\_\_

ABA Routing Number (US Banks only):

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IBAN Number: \_\_\_\_\_

(International account number)

Bank SWIFT Code (International only):

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

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

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