

Event Accounts Payable Requests

Accounts payable requests are typically used by event funds to pay invoices for vendors or send checks to non-Reliant employees that offered their services during the event.

Examples include paying for housing payments, paying for a non-Reliant employed speaker at your event, or to pay a band that played during a closing ceremony celebration, etc.

Every time an account payable request is made there always needs to be a W-9 form that has already been collected from the vendor by the event administrator and sent in with the account payable request. The exception is that W-9's are not needed from a church.

Please email the W-9 to ap@reliant.org and share your accounts payable request form (after already receiving the approval needed- see [Supervisor Approval for Google Forms](#) for instructions) with ap@reliant.org.

[Accounts Payable Request Form](#)

Download W-9 form here:



Or you can use this highlighted one to send to a non-Reliant employee individual who is not familiar with filling out a W-9.



W9 highlighted.pdf

See also: [Event Contracts](#)