

Event Invoices and Payments Requests

Invoice and Payment requests

Invoice and payment requests should be submitted, with appropriate approvals, to the events@reliant.org 5-7 business days in advance to ensure on time payment. See below for the events accounts payable request form to request funds when an invoice is received.



For invoices coming from another country (such as a payment for a hotel for mission trips):

- Make sure the invoice is made out to Reliant so that they know to expect payment from us. At the very least make sure it has a reference number that we can add to our wire so that they know what we are paying for.
- We need to have the company's English name (not just what the words translates to in English) but the English name the company goes by in order to enter into it our bank website to make the wire.
- We also need contact information for someone at the company to be able to confirm via email that the funds have been received (other wise Reliant has no way of knowing if the money actually was received).



If you need to send Reliant an invoice (for example a church is renting out their sound equipment for a program), you can use this [invoice template](#) if you do not have another one available to you.

Office note: If Reliant needs to request payment for funds (for example if a church owes an event fund money), Reliant would use a template found here. [Requests for Payments - EXPENSES](#)

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:



W-9.pdf

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](#)