



NEW YORK STATE SOCIETY OF CPAs CHAPTERS

ACH Payment Requisition

NYSSCPA's preferred method of payment is ACH Credit (direct deposit). Along with this ACH Payment Requisition Form, all payees must submit a completed ACH Banking Information Request Form and Form W-9 (new vendors only). Please accompany all reimbursement submissions with detailed itemized receipts.

All required forms can be downloaded from the following link: <https://www.nysscpa.org/membership/chapters>

Vendor Information

Vendor: _____ Need by Date: _____

Payee: _____ Date: _____

Tel. #: _____

Address: _____ Fl/Apt: _____

City: _____ State: _____ Zip: _____

Expense Information

Description	Amount
Total	

Requested by: _____

President's or President-elect's Approval: _____

No disbursement or expenditure shall be made on behalf of the NYSSCPA without prior written authorization of the Chapter President or Chapter President-elect. Such approval may be evidenced by personal signatures or electronic communication.

All expenses for programs devised outside the normal NYSSCPA budget cycle must be approved by the Chapter Executive Board. The approval process should use the following schedule:

- a. Expenses of \$2,500 and under require the approval of the Chapter Executive Board and notification of the NYSSCPA Executive Director.
- b. Expenses of over \$2,500 but less than \$10,000 require the approval of the Chapter Executive Board and the NYSSCPA Executive Director.
- c. Expenses of \$10,000 and over require the approval of the Chapter Executive Board and the approval of at least two of three statewide officers of the NYSSCPA Board of Directors: President, President-elect, and Secretary/Treasurer.