



MINNESOTA STREETCAR MUSEUM



REQUEST FOR PAYMENT

INSTRUCTIONS

1. This "Request for Payment" will be completed by the person requesting the payment and this person is to verify the correctness of any attached supporting documents.
2. This "Request for Payment" will be submitted for approval to the Department Superintendent or manager that has the responsibility for the account that is to be charged.
3. This "Request for Payment" will be then submitted to MSM's Treasurer for payment after it has been approved.

PAYABLE TO: _____

Name

AMOUNT \$ _____

Address

City, State & Zip

**Account & Class
To be Charged**

FOR

AMOUNT

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Please attach **ORIGINAL Documents** and **Sales Slips** to this form.

MSM is exempt from paying Minnesota sales tax. Our exemption number is ES41493.

MSM's Federal Employer Identification Number (EIN) is: 34-2030631

Payment requested by: _____ Date: _____

Payment approved by: _____ Date: _____