Direct Expense Payment Request

To request that a payment be made directly to a vendor, please fill out this form and attach it to an email to the CPC bookkeeper (janine.lempke@cpcnewhaven.org).

Name of Vendor (for writing the check): _____

Address of Vendor (for mailing the check): _____

_____

Total payment (amount for the check): _____

Breakdown of the above total payment according to our budget categories (i.e., the total of the amounts in the breakdown below should equal the total payment shown above):

Budget Category	**Amount**