E.1._Supplemental Material May 2024 Hyatt check Back-up

Accounts Payable Check Request

Please print or type all information.

INCLINE VILLAGE BENERAL IMPROVEMENT DISTRICT ONE DISTRICT - ONE TEAM		This form is to be used for (check all that apply): Out-of-Cycle Check Requests When no invoice will be available Advances for business expenses
1. Vendor Information		2. Special Instructions
Vendor/Employee #: 02365 Name: Hyatt Rege		Please mail
Street Address: P.O. Box 8		Date Check Needed By:
City, State & Zip: Dallas, TX *Please Complete Vendor/Employ		Other:
Flease Complete Vendonzmploy	ee # & Address IIIto] Circle.
3. Reason for Out-of-Cycle	Check:	
Discount Contract Contract Contract	Avoid Penalty	
Hyatt Sport Shop April 2024, s Rent Due: \$27,923.00 x 10% GL date is April 30, 2024 BEL 5. Purchase Order; please lis	= \$2,792.30 OW IS THE NEW A	
6. Accounting Code (Fund-I	A STATE OF THE STA	
Acct#	Amount	The state of the s
303-43-96-7480	\$2,792.30	Hyatt Regency LT mthly rent Apr '24
303434<u>9</u>6-7480		
		Total: \$2,792.30
7. Requested By:	A	pproved By:
Name: Anne Yeager	N	ame: Vicky Nye
Full Signature:	F	ull Signature:
Department: Finance/Accounti	ing D	epartment: Finance Accounting

Date: 05/06/2024

Date: 05/06/2024

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