



Greater Indianapolis Progress Committee

## FISCAL AGENT AUTHORIZATION FORM: ONLINE PURCHASE REQUEST

GIPC will make online purchases for amounts equal to or greater than \$200.

Payment Request Authorization Form also required.

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*IRS Form W-9 required for first-time payees meeting the following criteria: a) payment is for services or other IRS Form-1099 income and b) total payments may approach or exceed \$600 for the calendar year.*

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Account: \_\_\_\_\_ Date: \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_

Website/URL: \_\_\_\_\_

Item(s) being purchased: \_\_\_\_\_

Check out add-ons: \_\_\_\_\_

Shipping instructions: \_\_\_\_\_

Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Authorized Fiscal Agent Officer:**

**GIPC Executive Director:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

Emily C. Koschnick  
\_\_\_\_\_  
Printed Name

**Chief of Staff:**

\_\_\_\_\_  
Signature Date

Daniel J. Parker  
\_\_\_\_\_  
Printed Name