



**VILLAGE OF RUIDOSO LODGERS TAX
REQUEST FOR PAYMENT REPORT**

NAME OF EVENT:	
DATE(S) OF EVENT:	
NAME OF ORGANIZATION SPONSORING EVENT:	
NAME OF CONTACT PERSON:	
ADDRESS:	
PHONE:	EMAIL:

THE FOLLOWING MUST BE SUBMITTED WITH THIS FORM FOR REIMBURSEMENT:

- AN ITEMIZED LIST OF REIMBURSABLE ITEMS, COPIES OF RECEIPTS AND BUDGET FOR THE EVENT.
- COMPLETED W-9 FORM (REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION).

REPORT ON THE OUTCOME OF THE EVENT:

DESCRIBE ADVERTISING (Please attach copies of news coverage and all promotional material)

WHAT WAS ESTIMATED VISITOR ATTENDANCE?

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HOW WAS IT MEASURED?

DO YOU PLAN TO REQUEST LTC FUNDS NEXT YEAR?

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ADDITIONAL REMARKS TO THE LTC:

SIGNATURE:

DATE:

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