

2026 Alaska Construction Career Day – Vendor Reimbursement Form

ACCD vendors are welcome to submit expenses for reimbursement after the event; however, we strongly encourage all purchases to be made in advance whenever possible. For more information, please contact Zhenia C. Peterson at zhenia.peterson@alaska.gov or call 907-269-0844.

Instructions on how to fill out the form:

- If you don't have an IRIS Vendor account set up, please fill out the [SOA W-9 form](#).
- Where can I find my IRIS Vendor ID?
 - Applicants can find their IRIS Vendor ID by signing into State of Alaska IRIS Vendor Portal and doing the following:
 - Log into State of Alaska [Vendor Self Service Portal](#)
 - You can find your ID on the login page.
- To ensure successful reimbursement, applicants must submit the required supporting documents along with their applications. Failure to provide this information will result in automatic rejection or delay of the reimbursement request. The supplemental items needed for reimbursement forms include:
 - Official invoice(s)
 - Payment Information
 - Submit a copy of the bank statement or copy of check. It needs to include:
 - Name of the bank and logo
 - Mailing address of the bank
 - Bank statement months

Event Information:	
Event Date & Time: Wednesday, April 8, 2026, from 8:00 AM – 3:30 PM	
Location: Alaska State Fairgrounds – Raven Hall	Website: dot.alaska.gov/cvlrts/accd.shtml

Vendor Information:	
Business Name:	Contact Name:
Email:	Phone number:
Physical Address (must match W-9):	
Vendor Customer Number (IRIS):	

Item of Purchase	Date Paid	Total Paid	Proof of Payment Attached?
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement
			<input type="checkbox"/> Invoice <input type="checkbox"/> Bank Statement

Signature:	
Print Name:	Title:
Signature: _____	Date: