



*Instructions:* When there is not an "Official" Invoice to request payment, complete the information on this form.

1. Fill in the Description field below with the payment type - for example: Donation / Taxes / Other
2. You must fill in *all* of the fields below and the form must be accompanied with supporting documentation
3. Save as 1 single PDF file (Form & supporting documents) prior to submitting to [nassapinvoicessubmission@pepsico.com](mailto:nassapinvoicessubmission@pepsico.com)
4. The form can be used for the following invoice/payment type activity:

**Non-PO Invoice**  
**SAP Payment Request**  
**Substitute for Invoice Form**

<b>Vendor Name:</b>	<b>High Winds Casino</b>
<b>Vendor Number:</b>	2000646258
<b>Company Code:</b>	<b>US05</b>
<b>Legal Entity Description:</b>	<b>PepsiCo Beve Sales,LLC</b>
<b>Remit To Address :</b> <i>(Must match the address in the AP system)</i>	<b>High Winds Casino</b> <b>61475 East 100 Road</b> <b>Miami, OK 74354</b>
<b>Special Handling needed:</b>	
<b>Attn:</b>	<b>Vendor License Agent</b>
<b>Address:</b>	
<b>Overnight delivery required:</b> <i>(if yes provide account # or CC below)</i>	
<b>(Circle) FedEx or UPS, &amp; Provide Number:</b>	<b>FedEx / UPS #:</b>
<b>Cost Center (If No FedEx/UPS Number):</b>	
<b>Transaction type:</b>	<b>Invoice</b> <i>*choose only 1 option - <b>Invoice</b> or <b>Credit Memo</b> from the dropdown</i>
<b>Invoice Date:</b>	
<b>Invoice #:</b>	<b>OGC-092425</b> <i>*Limited to 16 characters</i>
<b>Purchase Order #</b> <i>(not required if non-PO)</i>	
<b>Payment GROSS Amount:</b>	<b>\$1,325.00</b>
<b>Tax Amount (if applicable):</b>	<b>\$0.00</b>
<b>Payment NET Amount:</b>	<b>\$1,325.00</b>
<b>Currency</b>	<b>USD</b>
<b>Header Text:</b>	<b>High Winds Casino</b>
<b>Requestor Name:</b>	<b>Kristie Wilson</b>
<b>Requestor email</b>	<b><a href="mailto:kristie.wilson@pepsico.com">kristie.wilson@pepsico.com</a></b>
<b>Date Requested:</b>	<b>9/24/2025</b>

Submit to [nassapinvoicessubmission@pepsico.com](mailto:nassapinvoicessubmission@pepsico.com)

1 PDF with Form and supporting documents

## **WILSON, KRISTIE {PEP}**

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**From:** Mandy Jones <vendorlicenseagentogc@gmail.com>  
**Sent:** Monday, September 15, 2025 10:03 AM  
**To:** WILSON, KRISTIE {PEP}; Taylor, Michael {PEP}  
**Subject:** Re: Pepsi Vendor Registration Fees Due

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**WARNING:** Email originated outside of PepsiCo.

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The current total amount due is \$1,325.00. I've broken it down below, let me know if you have any questions. I appreciate your help with this!

\$500.00 annual registration fee (includes 5 employees)

Steven Ensley,  
Lloyd Guerrero Jaura,  
Arielle Hartley,  
Jolle Jolles,  
Kristian Manion,

11 additional employees \$75/each = \$825.00

Lance Meehl,  
Justin McClure,  
Andrew Mustain,  
Cameron Osborn,  
Jeffery Perry,  
Jessealan Powers,  
Bradley Prater,  
Paul Sanders,  
Michael Taylor,  
Brian Tucker,  
Cassandra White

Thanks,

**From:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>  
**Sent:** Wed, 24 Sep 2025 19:08:32 (UTC)  
**To:** svcimagingspaboxprod@pepsico.com  
**Subject:** FW: Non PO Payment Request

Original Number of Attachments : 1

Original Attachment Names: High Winds Casino Non PO Payment Request 092425.pdf

Number of forwarded PDF's: 1

Number of forwarded Non PDF files: 0

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**From:** WILSON, KRISTIE {PEP} <KRISTIE.WILSON@pepsico.com>  
**Sent:** Wednesday, September 24, 2025 7:08:10 PM  
**To:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>  
**Subject:** Non PO Payment Request

Thank you,

*Kristie Wilson*  
Pepsi Beverages Company  
Associate Administrative Assistant  
kristie.wilson@pepsico.com  
417-626-3901

