



## **BILLING REQUEST**

DATE			REQUEST #	
FROM:				
	(DEPARTMENT/DIVISION)		(NAME)	(PHONE #/EXTENSION)
BILL TO:				
NAME				
ADDRESS				
CITY		STATE	ZIP	
	LIST ORG AND	O OBJECT N	IUMBERS FOR CREDIT	
ORG	OBJECT		DESCRIPTION	AMOUNT
			TOTAL AMOUNT	
DESCRIPTION:				
REFERENCE ORD	DINANCE #	R	EFERENCE RESOLUTION #	
NEI ENEMOE ONE		``		
DATE OF SERVIC	E, ACCIDENT, CLIAM(S	s), ETC.:		
ATTACHMENTS:	□NO □YES NUM	MBER OF PA	AGES:	
SIGN	ATURE OF APPROVAL		DATE	