



RECORD OF BILLS SENT

(The Building Cash Receipts Office is to be notified whenever bills are issued. ALL billings should indicate payment is to be mailed directly to the Building Cash Receipts Office. To verify receipt of your payment, please look in Inquiry. Do not make copies of checks.)

Group/Office:			Event:			Date:
Fund	Function	Object	Building	Project	Activity	Amount

Signature _____ Date _____ Total _____

Internal Use Only	Billed To (attach copy of bill)	Purpose	Invoice# (if any)	Amount
			Total	