

NOTIFICATION OF INCOMING BILLING

VISA _____

<input type="checkbox"/> JP _____	<input type="checkbox"/> PA _____	<input type="checkbox"/> HS _____	<input type="checkbox"/> LKD _____	<input type="checkbox"/> JB _____	<input type="checkbox"/> RH _____	<input type="checkbox"/> TMc _____	<input type="checkbox"/> KL _____	<input type="checkbox"/> AS _____
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<input type="checkbox"/> ● Sam's Club _____	<input type="checkbox"/> ● WEX BANK _____	<input type="checkbox"/> ● Other/Invoice _____	<input type="checkbox"/> ● Expense Acct _____
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Vendor: _____

Description: _____

Date of Bill: _____

Total Bill: _____

Line Item:	Code: (A, B, C, D, E,F, G)	Program/Event/Purpose for Purchase:	Amount:	Budget Year:
#520 (Food)				
#517 (Admissions)				
#514 (Transportation)				
#518 (Rec Supplies)				
#522 (Rec Equipment)				
# 516 (Facilities)	C (Bowling)			
#				
#				
#				

Date: _____		Name: _____
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NOTIFICATION OF INCOMING BILLING PROCEDURES

This form is used every time a credit card purchase has been made or when SSSRA will be billed for a purchase. Please use one Notification of Incoming Bill form per receipt.

If a VISA Card was used, check the **VISA Card** line. Then check the initials of name on card.

If the company will bill SSSRA for the purchase, please check the **Invoice** line.

If the Sam's Club, Dominick's, Wright Express or Expense Account credit card was used, please check the appropriate line.

Vendor is the name that will appear on the bill sent to SSSRA. Example: Wal-Mart

Description is what is being purchased. Example: Admission Tickets. If equipment is purchased for 522, please give details.

Date of bill is the day you made the purchase.

Total Bill is the exact amount SSSRA will be billed. Example: 10 different items totaled \$100.

Line Item is the number that shows which budget line item is to be used for the expense. Example: 517 Admissions

Code refers to **A** for athletics, **B** for social clubs, **C** for day camp, **D** for PD programs, **E** for special events, **F** for overnight trips, and **G** for general - anything related to regular programs.

(For line item # **517, 518, & 520 only**)

For 514, **B** is for gas, **C** is for maintenance, **D** is for parking fees. Please mark accordingly.

Program/Event/Purpose is the name of the program or special event or reason for the purchase.

Amount is the amount spent on the item. If you buy for 2 different programs, you must split the purchase per program. Example: you buy \$10 of paper plates for social club and a dance. Split the purchase \$5 for 518B – social club & \$5 for 518E – special event.

Budget Year is Current Year. Example: 2011 -2012

Date is the date you are turning in the form.

Name is the person who made the purchase.

Part-time supervisors should complete the **Notification of Incoming Billing** form, attach all receipts, and give it to the appropriate Program Coordinator for authorization or submit to the Finance & Office Coordinator.