

EXAMPLE



Auburn Mountainview Booster Club
Bill & Invoice Payment Form



Company Name / Service Provider: Acme Sign Company

Contact person / Representative: Jane Smith Phone: (555) 555-1111

Address: 1234 Main St, Anytown, WA 98092

Event / Committee: Boys Water Polo

Date Bill Received: 11.16.16 Date Due: 12.15.16

Description / In Payment for: State Championship Sign

Total Amount Due: \$ 50-

Name of Person submitting bill: John Doe

Signature of person submitting bill John Doe

School / Athletic Director signature (if applicable): _____

For Treasurer's Use Only

Check made payable to: _____

Check # _____ Check Amount \$: _____

Date Issued / Mailed _____ / _____

Account / Line Item debited: _____

Treasurer's signature: _____

Comments: _____