

Acct# 26049

Inv #

CITY OF KELSO

Request for Miscellaneous Billing

Originating Department: Finance Dept

Date: 4-20-16

Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave, Room 111 (Train Station)

For: April 21 - May 20, 2016

Rent: 551.96

105 15 362 5000

Total

Bill To: Cowlitz Transit Authority Amount: \$ 551.96

Address: 254 Oregon Way

Longview, WA 98632

Budget Account #(s) for Receipt of Payment:

Approved by: Brian Butterfield (Department Head)

Pmts

105 12 250

105 11 110

For Finance Department Use

G/L Account Assignments: (Accountant Initials)

Debit Account #(s)

Credit Account #(s)

Date Entered to A/R

By:

Invoice Number

16073

Budgetary Accounting Posting Batch Number:

Note/Comments:

Invoice - Run Stmt - give to PM to email