

**CITY OF KELSO****Request for Miscellaneous Billing    26049**Originating Department: Finance Date: 12/20/2017Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: January 2018Rent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 579.90Address: 254 Oregon WayLongview, WA 98632

Budget Account #(s) for Receipt of Payment:

105 15 362 5000

Approved by: \_\_\_\_\_ (Department Head)

**For Finance Department Use**

G/L Account Assignments: \_\_\_\_\_ (Accountant Initials)

Debit Account# (s) 105 12 250 Credit Account# (s) 105 11 110

Date Entered to A/R: \_\_\_\_\_ By: \_\_\_\_\_

Invoice Number: 17262

Budgetary Accounting Posting Batch Number: \_\_\_\_\_

Note/Comments: \_\_\_\_\_