

FI 138 04/2021
Division of Finance



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For questions, please
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- Add**
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DIVISION OF FINANCE BILLING PROFILE

Billing Code

Requested by

Date		
Name	MM/DD/YYYY	
Dept. Name		
Division		
Phone		

Remit to / Pay to Information

Send Payment To	Department		
	Division		
	Address		
		City	State
			Zip
Make Payment Payable to			

Contact / Print file E-mail Information

Contact Name
Contact Phone
Print File E-Mail Address

Invoices Only
Statements Only
Invoices and Statements
No Print Required

Invoice/Statement _____ Receivable Due Date Lag _____
 Statement Day _____

Instruction Code _____ Billing Collection Code _____

Department Approvals:

Department Requestor	Date	Department Chief Financial Officer or Department Executive Director	Date
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FOR FINANCE USE ONLY			
Division of Finance Approval	Date	Entered By	Date