

<u>Bill Form</u>

Department/Section:

Date:

Date	Description	Quantity	Rate	Amount
Total Bill Amount				
Advance (–)				
Due				

In words:

Name:

Prepared by

Work & Bill Approved by Treasurer & Member, Purchase Committee Work & Bill Approved by Executive Director/Adviser & Member, Purchase Committee

Work & Bill Approved by

Vice-Chancellor & Member, Purchase Committee

Work & Bill Approved by

Chairman, Trusty Board & Chairman, Purchase Committee

Amount Received by