



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT

BUSINESS & OPERATIONS
SERVICES
Learning for a Lifetime

This is a fillable pdf that can
be completed and saved
electronically.

NOTICE TO ACCOUNTS RECEIVABLE

Submitted by: _____

Date Submitted: _____

PLEASE SUBMIT A BILL TO:

Agency Name: _____

Contact Person: _____

Mailing Address: _____

Phone number: _____

Email Address: _____

Description of expense/program: _____

Billing Total: _____

Account Code(s): _____

| Fund | Resource | Year | Goal | Function | Object | School | Management | Total |
|------|----------|------|------|----------|--------|--------|------------|-------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Account Distribution Total

Item(s) to bill: _____

Please attach backup documentation.

Other instructions: _____

Any time a requisition or other item is coded to Resource 0901, please submit this form along with a copy of any backup to the Business Office, Attn: Accounts Receivable.