



POLICIES & PROCEDURES

NUMBER PP410

SECTION: Accounting

SUBJECT: Batch Sheets For Central Billing

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Subject: Batch Sheets For Central Billing

Approved By: Marlene Kolesky

Effective Date: March 11, 1988

Last Reviewed Date:

Policy Owner:

INSTRUCTIONS FOR BATCH SHEETS

Use this form to batch invoices that are sent to corporate for Central Billing

Name	Name of account and account number, if applicable
Month	Invoice month
Invoice/Guarantee No.	Number of invoice or guarantee
Amount	Total amount of invoice

APPROVED BY: Marlene Kolesky

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