

Route to: Accounts Receivable

BILLING REQUEST

Linn-Benton Community College
6500 Pacific Blvd. SW
Albany, OR 97321
Phone: 541.917.4311

Date: _____

Department Requesting Billing

Receipt Into Account No.

Customer Voucher or P.O. No.

Billing Address

● _____
● _____
● _____

ITEM	DATE	ITEM DESCRIPTION	AMOUNT

Department Contact Person

Phone Number

Total Bill