



Fairbanks North Star Borough School District
 CELEBRATING A CENTURY OF EDUCATION EXCELLENCE

INTRA-DISTRICT INVOICE

Return completed form via email to one or both of the following members of the Accounting Services Department, Central Office:

Teodor Dornea @ teodor.dornea@k12northstar.org
 Meghan Geyer @ meghan.geyer@k12northstar.org

Use this form to charge other departments within the school district for activities provided by one department and attended by another (ex: training sessions). Be sure to have the authorized signatures of both departments to ensure that all necessary parties are informed about the transaction.

Billed By: _____

_____ Date

 Department Name

 Authorized Signature

Income Account Name:	Income Account Number (Cr): **	Amount:

Billed To: _____

 Department Name

 Authorized Signature

Expense Account Name:	Expense Account Number (Dr): ***	Amount:

Description of Activity being billed: _____

** List of income numbers: 4210,4250,4270,4280,4290.

***List of expense numbers:

24100,24250,24400,24500,24510,24570,24900,24910.