



# ORDER REQUEST

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Date of Order	aa _____	Requested By:	_____
Amount Billed:	\$ _____		
Bill to:	_____		
Address:	_____		
Tele/Email:	_____		

## Details

Purpose:	_____		
Charge to District Account:	_____		
Item:	Qty:	Unit Price:	
_____	_____	_____	_____

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## **Use This Form to Request a Billing Invoice From the District Office**

This form should be used by club secretaries/treasurers or committee chairs or their delegates to create a billing invoice for payments to District 5300 or the District 5300 Foundation

To request club billing for a program, merchandise, or registrations, the project leader can either complete the order request form or create a spreadsheet.

If using the attached request form, a separate form should be used for each unique payee (Bill To:) address.

For large group billings, the project leader can instead create an Excel Spreadsheet containing the following data columns.

- Payee (Full name and name of club)
- Billing Address (Number, Street, City, St, Zip)
- Telephone
- Email address
- Purpose for Bill
- District Account Name
- Item
- Qty
- Unit price