

PCA SVR Treasury Billing and Invoicing Form



Step 1. Complete submitter and event information

Submitter and Event Information	
Name	Event/Activity Name
Address	Event/Activity Date
City, State, ZIP	Phone

Step 2. Indicate type of transmittal and determine required documentation

Select (place an X)	Purpose	Boxes To Be Completed:				
		Box 1	Box 2	Box 3	Box 4	
	Invoice / Bill an existing SVR Vendor	•	•		•	
	Set Up a NEW SVR Vendor		•	•		
	Set Up and Bill a NEW SVR Vendor	•	•	•	•	
	Bill an Individual person, one time	•	•	•	•	

Delivery Method Requested: Mail Only:

Email:

Both:

Step 3. Provide required information

Required Documentation (from Step 2)	
Box 1 - Amount of Bill / Invoice requested.	Box 3 - Vendor Contact Information: Name, Addr, Ph, Email
Box 2 - Name of Business / Person to be Invoiced:	
Box 4 - Describe Reason for Bill / Invoice (e.g.: CRAB38 Sponsorship fee, Drifter Ad, etc)	

Step 4. Send forms and receipts to Treasurer (One form per person per event)

Mail	Fax	Email
SVR Treasurer 8865 Holly Oak Ct Roseville, CA 95747	n/a	treasurer@svr-pca.org

Date Submitted

Signature