



To: Robyn Triscari/Controller's Office

Fax: 914-923-2731

From:

Date:

Westchester County Police Dept.	Westchester County Police Dept.
Director of Training & Public Safety	Director of Training & Public Safety
1 Saw Mill River Parkway	1 Saw Mill River Parkway
Hawthorne, NY 10532	Hawthorne, NY 10532
Attn: Jane Doe	Attn: Accounts Payable Dept
	Customer PO#:

Name of Contact Person*:

Phone Number*:

Email Address*:

Date(s) of Function*:

Campus and Location within*:

Name of Event:

Total Amount to Bill*:

Breakdown*:	Amount:	Detail Code (ie. O100)	Index/Acct # to Credit:
Room Rental Fee			
Labor Fee			
Audio/Visual Fee			