

MONTHLY INVOICE FOR REIMBURSABLE EXPENDITURES

INVOICE
Court Officials and Employees
 (Long Distance Charges Only)

The following are long distance charges for the court officials and employees for the month of _____, 20____

Circuit Judge	\$ _____
District Judge	\$ _____
Circuit Clerk	\$ _____
District Clerk	\$ _____
Court Administrator	\$ _____
TOTAL	\$ _____

Make Check Payable to : (Type or Print)

Vendor Code / Tax ID#

I hereby certify that the expenditures indicated above were paid and are due for reimbursement.
ATTACH ORIGINAL BILLS/STATEMENTS

 Signature /County Official

 Title/Telephone #

Date: _____

INVOICE
Juvenile Probation Officers

The following are reimbursable expenditures for the juvenile court probation officers for the month of _____, 20____

Telephone (Long Distance Only)	\$ _____
Cellular Charges	\$ _____
Beepers / Pagers (Own or Lease)	\$ _____
Copiers	\$ _____
Other (Itemize)	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Make Check Payable to : (Type or Print)

Vendor Code / Tax ID#

I hereby certify that the expenditures indicated above were paid and are due for reimbursement.
ATTACH ORIGINAL BILLS/STATEMENTS

 Signature /County Official

 Title/Telephone #

Date: _____

**Submit Monthly to : Administrative Office of Courts
 Finance Division / Expense Accounting Section
 300 Dexter Avenue
 Montgomery, AL 36104-3741**

AOC Use Only (Court Officials)

Codes _____

Document ID _____

Approved _____ Date _____

AOC Use Only (Juvenile Court Probation Officers)

Code _____

Document ID _____

Approved _____ Date _____

PLEASE SUBMIT MONTHLY