

Inter-Office Bill Request Form

Submit to baspac@cityofsalem.net
503-588-6256

Job Site Address:

Permit/Folder #:

City of Salem Department/Division responsible for payment:

City of Salem Contact Person:

Fund-Cost Center-Account-Project-Task:

Example: 151-58122000-52740-752406-450.12

Fund: 3-digit number identifying which Department is being charged within the City.

Cost Center: 8-digit number that identifies the Department, the Division within the Department, which Section within that Division, and the Function.

Account: 5-digit number that tracks the revenue or expense within the Cost Center.

Project #: 6-digit number that identifies which project this revenue or expense belongs to.

Task: 5-digit number that shows which task is associated with this revenue or expense and always includes a decimal – see example below.