

## CSI PAYMENTS

-Mobious Report

-Paid "You" [Customer paid Gulf Power directly]

-Paid "Us" [Customer paid CSI directly]

### PAID "US" (Invoice) –Customer paid CSI

- Receive check from CSI & invoice with accounts & stamp
- Give to Rhonda for approval
- Once receive approval, keep a copy of the check, the accounts, and the invoice for the book
- Send the check and copy of accounts to: <sup>Yusuf ALS / Tim Stronko</sup> ~~Allison Konopka~~ / ~~Lisa Williams~~ Bin#0035
- Send original ~~copy of~~ invoice & accounts to accounts payable Bin# 4s-4115 (date & initial invoice)
- Once Rhonda receives invoices from accounts payable she will ask for the copy of the invoice we have for the book to confirm amount and initial and date the bottom of the invoice.
- When Rhonda gives the checks to mail to CSI (for the commission we owe them) mail the checks to CSI [180 E Burgess Rd]