

Kentucky Board of EMS Journal Entry Register for KCTCS Agencies and TEIs

If you are paying for a KCTCS Agency/TEI application by journal entry, you must submit this form with your journal entry. If you are paying for multiple agency applications, please list each item individually below. Please read the instructions given to ensure accurate information is received.

Note: Partial payments will not be accepted.

Instructions

KBEMS Invoice Number: This is generated through KEMSIS and is sent via email and can also be found under in KEMSIS under 'Applications' --> 'Transactions'.

KBEMS Invoice Date: This can be found on the Invoice.

Service/TEI Name and Number: Include the full name and KEMSIS number for your service.

Application Name/Type: Please list the type of application you are paying for. (ex: *Course Notification, Ground Agency License, TEI Renewal*)

Invoice Amount: This can be found on the Invoice.

KBEMS Invoice Number	KBEMS Invoice Date	Service/TEI Name and KEMSIS Number	Application Name/Type	Invoice Amount

Total Paid	
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