

REVENUE**Billing for Goods and/or Services**

PURPOSE:	To ensure payment for goods and/or services.
TIMELINE:	Twentieth (20th) of the month – Business Services must receive billing data from department.

An accounts receivable system has been established by the County Office to facilitate the timely collection of payments for goods and/or services provided to clients. Business Services is responsible for coordinating, scheduling and collecting monies owed pursuant to the purchase orders, assessments and agreements between County Office departments and outside agencies (including districts, county offices of education and others).

Business Services bills outside agencies for goods and/or services based on the information submitted by departments. To facilitate the billing procedure, it is important that all departments providing goods and/or services submit the required data for billings to Business Services in a timely manner. The revenue realized from outside agency billings is a significant part of the County Office's budget; by working cooperatively, departments and Business Services can ensure that these critical dollars are received as projected.

When one County Office department provides good/services to another County Office department, the receiving department is billed for the goods and/or services provided. As with billings to outside agencies, Business Services process inter-department billings based on the information provided by departments.

No outside agency or County Office department shall be billed for goods and/or services without proper authorization from the billed client. Departments providing goods and/or services to clients are responsible for ensuring such authorization is obtained and that adequate documentation is submitted to Business Services to support the billing.

Types of services offered:

- work orders;
- copier usage
- postage;
- facilities use;
- vehicle usage; and
- TSS stores (CD, data disc, inkjet cartridges, etc.).

PROCEDURE:**Outside Agency Billings** (including districts, county offices of education, and others)

1. Department providing goods and/or services to outside agency obtains prior authorization and appropriate documentation for billings. *Note: Billings to districts require a purchase order from the district.*
2. Department provides goods and/or services to outside agency.
3. Department collects and organizes all billing documentation and submits to Business Services.
4. Business Services inputs billing information, creates a computer printout of input, reviews for completeness and accuracy, and makes any necessary corrections.
5. Business Services submits invoices to outside agencies as specified by the department and follows-up as necessary to ensure that monies are collected.

Inter-department Billings

1. The department requiring payment for providing goods and/or services completes an Inter-department Request/billing form, obtaining codes for the budget to be debited from the department manager or designee purchasing goods and/or services.
2. Department secures approval signature from the department manager purchasing goods and/or services.
3. Good/services are provided.
4. Department forwards completed form to Business Services.
5. Business Services will make cash transfer debiting department receiving goods/service and crediting department providing goods/service.

Note: Those departments with established procedures and official forms for work order requests, do not require adherence to the procedure outlined above. In these instances it is understood that the submission of the official form authorizes billing.

Regulation approved: March 1, 2003

Revised: May 13, 2003