



## ADMINISTRATIVE PROCEDURE

### INVOICING AND COLLECTION OF AMOUNTS DUE THE BOARD OF EDUCATION FOR MATERIALS OR SERVICES FURNISHED TO OTHERS

3275

Procedure No.

November 15, 2010

Date

- I. **PURPOSE:** To establish Cash Management Office as the office responsible for billing and collection for goods or services which are furnished to others by the Board of Education.
- II. **INFORMATION:** From time to time, various departments within the Board of Education may provide materials and services (including physical facilities) to certain authorized outside agencies and for which reimbursement is appropriate. For purposes of control and proper accounting, the Board of Education's request for payment will be in the form of an invoice which will be prepared by the Cash Management Office, and that office will be responsible for all contact and follow-up to secure proper payment. Accordingly, it is the responsibility of the Board of Education office or department which provided the materials or services to furnish all pertinent data to the Office of the Assistant Treasurer to support a proper billing.
- III. **PROCEDURES:** The following procedures should be followed, either in substance or fact:
  - A. **Office of Furnishing the Materials or Services:**
    1. Record the name and address of the firm or person receiving the materials or services from the Board of Education.
    2. Keep accurate records of materials or services furnished; obtain signatures, and receipts where otherwise appropriate.
    3. By three (3) work days after completion of transaction, prepare a MEMORANDUM addressed to the Assistant Treasurer requesting "Collection of Amounts Due the Board of Education", and include the following:
      - a. Name and address of firm or person to be billed.
      - b. Description of materials and services furnished, dates involved, and rates to be charged when relevant.
      - c. The amount to be billed.
      - d. The revenue account which should be credited with subsequent payment.
      - e. Any other data, documents, or information which may support the billing.
  - B. **Actions by the Cash Management Office:** The following actions are the responsibility of this office solely and should NOT be taken by any other office or department independently:



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1. Prepares Board of Education letter requesting payment; includes appropriate invoice.
2. Sets up the receivable in revenue accounts.
3. Takes all actions necessary to obtain proper payment, including follow-up.
4. Receives payments, forwards cash receipt voucher with invoice number to the Accounting Office for application of receipt and credit of receivable accounts; closes file.

IV. **RELATED PROCEDURES:** None.

V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Chief Financial Officer and updating will be accomplished by that office as appropriate.

VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3275, dated July 1, 1977.

VII. **EFFECTIVE DATE:** November 15, 2010.

Approved by:  
William R. Hite  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11