

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Requesting Departmental Billing

Procedure: 4-901

A. PURPOSE

With the exception of certain Auxiliary Services, all billing activities are the responsibility of the Student Account Services Department. The purpose of this procedure is to document the steps required to request Student Account Services to prepare a bill on the behalf of the department budget is credited and how payments must be handled.

B. DESIGNATED STAFF

Department requesting billing
Accounts Receivable Supervisor
Student Account Specialist
Student Account Technician

C. PROCESSING CYCLE

Upon Request

D. REQUIRED RESOURCE MATERIALS

Memo requesting billing
Supporting Documentation (signed contracts, authorizations, work orders, etc.)
TSAAREV screen
FGITRND or form used to verify the budget

E. GOVERNING POLICIES AND PROCEDURES

University Billing/Collections Policy

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- Employer identification number (EIN) *required*

Note: The code of Virginia, sections 2.2-4800-4808

program as an additional method for the collection of past due accounts receivables owed to the state by businesses. In order to comply with this provision, ODU must have an EIN on file for any potential debts owed to the University that become past due. **The EIN should be obtained during the initial contact with the company and must be included on all requests to bill and all applicable supporting documentation.**

- Description of the service that is being billed
- Dates of service
- Amount to be billed
- Complete budget code information so the receivable can be credited to the correct budget (organization budget code, fund and sub-account)
- Copies of all supporting documentation (signed contracts, authorizations, work orders, etc.).

Note: Incomplete requests will be returned without action.

2. Billing Process for information purposes only.

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- Once a request to bill is received, an account is created for the company and the charge is loaded as a receivable to the company account.
- Once the charge is loaded to the company account, the department budget is credited at that time.
- An invoice is sent to the company with instructions to send payment directly to the Cash Operations Office (Office of Finance AR Procedure 4-250) This invoice will include the company account number created by Accounts Receivable to ensure correct posting of the payment. (Exhibit A)
- **PAYMENTS MUST BE SENT TO THE CASHIERS OFFICE FOR POSTING TO THE COMPANY'S RECEIVABLE ACCOUNT.**
- If a department receives a check from the company for billed services, the funds **CANNOT** be deposited into the departmental budget.
- If a department **DOES** deposit a check for a receivable that we have billed for, a **duplicate credit** to the budget is generated because as indicated above **the budget is credited at the time the receivable is loaded to the company's account.**
- If a duplicate credit is posted, Student Account Services will research and confirm that the payment was deposited by the department instead of being

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sent to the Cash Operations Office to be posted to the company account. Once confirmed, Student Accounts will reverse the receivable that was loaded and the budget will be r8ref@ce1/F4 de01400.0000092 0

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