

**CLASSIFICATION: Business and Noninstructional
Operations**

**ADOPTED: 9/13/95
REVISED:
REVIEWED: 2/23/16**

SUBJECT: Billing for Goods and Services

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An accounts receivable system will be maintained to facilitate timely collection of payment for all goods and services provided by the San Diego County Office of Education to clients. Internal Business Services Section/Accounts Receivable shall coordinate, schedule, and collect monies owed pursuant to purchase orders, contracts, agreements, and assessment with school districts and other agencies.

Internal Business Services/Accounts Receivable shall:

1. Ensure prompt processing of authorized invoices by sections/programs providing goods/services.
2. Receive completed invoices from San Diego County Office of Education programs with accurate budget classification.
3. Retain a copy of open invoices until receipt and deposit of payment.
4. Send a collection letter to a client when an invoice is 60 days past due.