

**MISCELLANEOUS CLAIMS FOR FUNDS DUE THE DISTRICT**

**Purpose and Scope**

To outline administrative procedures governing miscellaneous financial claims whenever there is no other formal procedure for submission of claims as specified by law or contract. (Examples of miscellaneous claims include sale of publications, use of district services, and reimbursement by outside organizations for cost of substitutes.)

**Responsibilities**

Division and/or department heads making agreements that may result in claims for payment to the district shall forward copies of such agreement (preferably in early draft form) to the Financial Accounting Department for review. Financial Accounting Department shall review, bill, and collect on all claims, reimbursements, and sales.

**Billing Fact Sheet**

Miscellaneous claims for monies due the district may be processed by submitting a completed Billing Fact Sheet to the Financial Accounting Department for actual billing. Billing Fact Sheets must be received by the Financial Accounting Department no later than the last day of the regular school year. Cash sales should be handled by issuing a receipt to the customer and forwarding the money (with a copy of the receipt) to the district cashier.

**Disposition of Income**

The income account to be credited is determined by the Financial Accounting Department; when appropriate, abatements to divisions or departments may be made. Billings received after the last day of the regular school year cannot be treated as an abatement, and must, by law, be recorded as district income.

**Implementation**

1. Contracts: division or department head forwards copies of all agreements that may result in claims to the Financial Accounting Department for actual billing.
2. Reimbursement and sales of materials and/or services: division or department head completes Billing Fact Sheet in duplicate. Division head approves and forwards original to the Financial Accounting Department for actual billing and follow-up on collections.

Regulation  
approved: July 24, 2018  
Effective: November 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California