



ADMINISTRATIVE PROCEDURE

CATEGORY: Fiscal Management, Revenue

SUBJECT: **Miscellaneous Claims for Funds Due the District**

A. PURPOSE AND SCOPE

1. 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: sale of publications, use of district services, and reimbursement by outside organizations for cost of substitutes.)

2. Related Procedures:

Grants/ Projects Supported by Outside Funding Sources	1320
District Contracts.....	1570
Distribution or Sale of Curriculum Publications	4092
Absence on District Business	7155
District Employees Serving on Commissions on Professional Competence	7156
Use or Purchase of District Property or Services by Nondistrict Organizations or Individuals	9220

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies D-3000, D-3800.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Financial Accounting Department, Office of the Controller, Finance Division.

2. Responsibilities.

- a. 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.
- b. Financial Accounting Department shall review, bill, and collect on all claims, reimbursements, and sales.

3. **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 Fiscal Control Department.

4. **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.

D. IMPLEMENTATION

SUBJECT: **Miscellaneous Claims for Funds Due the District**

NO: **2110**

PAGE: **2 OF 2**

EFFECTIVE: **5-2-80**

REVISED: **12-6-13**

-
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. **Reimbursements and Sales of Materials and/or Services.** Division or department head completes Billing Fact Sheet in duplicate. Division head approves and forwards the original to the Financial Accounting Department for actual billing and follow up on collections.

E. FORMS AND AUXILIARY REFERENCES

1. Billing Fact Sheet, available from the Financial Accounting Department

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff