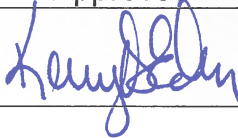





## Administrative Policy

Title: Accounts Receivable Billing Requests				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.404	07-07 (10-09-09)	01-03-17		



This Policy had been numbered Policy 300.09. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.09  
Issued: 07-07  
Revised: 10-09-09



## ADMINISTRATIVE POLICY

Policy: Accounts Receivable Billing Requests					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.09	Prior to 07/2007	10/09/2009		

### **POLICY**

All departments are to use the standardized forms and procedures associated with City billing of outside individuals and/or organizations unless pre-approved by the Finance Department. Only the standard format will be accepted for billing requests.

### **PROCEDURES**

The required procedure for submitting a request for outside billing and preparation of an invoice is as follows:

#### **Rates:**

1. The Schedule of Billable Hourly Rates is used to determine the hourly rate of all City employees based on the classification/position of the individual. Straight time and overtime rates are listed for each position in the City. (Reference the City's Infoweb, or check with the Finance Department for the current rate schedule).
2. The Schedule of Vehicle Rental/Motor Pool Rates is used to determine the hourly rate of vehicles and/or equipment. (Check with the Finance Department for the current rate schedule).
3. Inventoried items should be increased by the City's administrative rate, however, all other outside costs are charged at the actual amount paid. Since there is usually time involved in obtaining contracts and supplies, it is necessary that all employee time involved in acquiring these items be tracked and listed. (Check with the Finance Department for the current administrative rate schedule).

4. Special contracts, agreements, and/or grants will be billed as stated in the original documentation.

**Forms:**

1. The department requesting an invoice will complete the *Billing Request Form*. The original form, with the proper signatures, should be submitted to the Budget / Revenue Division for billing. Supporting documentation should be attached.
2. The *Billing Request Form / Breakdown of Charges* will be completed in instances where City employee time and vehicles are involved and must be submitted along with the *Billing Request Form*.
3. All forms should be forwarded to the Budget / Revenue Division for billing. Allow one week for preparation of the original invoice. In rare instances when this is not possible, indicate under the "Special Billing Instructions" when the invoice must be mailed.
4. If the department needs a copy of any supporting documentation, the necessary copies should be made before submitting for billing.
5. Additional information that must be mailed with the original invoice should be attached with a paper clip to the *Billing Request Form*. Requested attachments will be mailed by the Finance Department with the original invoice.
6. In the event that it is necessary to know immediately when an invoice has been paid, indicate under the "Special Billing Instructions" who to notify and the extension number. The Finance Department will contact only those departments requesting to be notified.
7. A blue copy of all invoices will be returned to the submitting department. If information is needed later on a particular invoice, the Customer Account No. and the Reference No. should be referenced when making a request.

The Billing Request Form and Breakdown of Charges Form are available on the Infoweb. These forms can also be photocopied from blank forms available from the Finance Department.

Please note, the Schedule of Billable Hourly Rates can be used for estimating the amount that needs to be collected for deposit accounts to which actual costs are charged. The actual charges will be used in these instances; however, the estimated rates can be useful in creating a benchmark in determining if a deposit is sufficient to meet the total cost of a project.

Questions regarding this policy should be directed to the Accounts Receivable section at ext. 2317.

**This accounts receivable policy and procedure in no way supersedes or overrides the authority of any other policy or procedure, but works in conjunction. Likewise, no other policy or procedure supersedes or overrides the authority of this accounts receivable policy.**