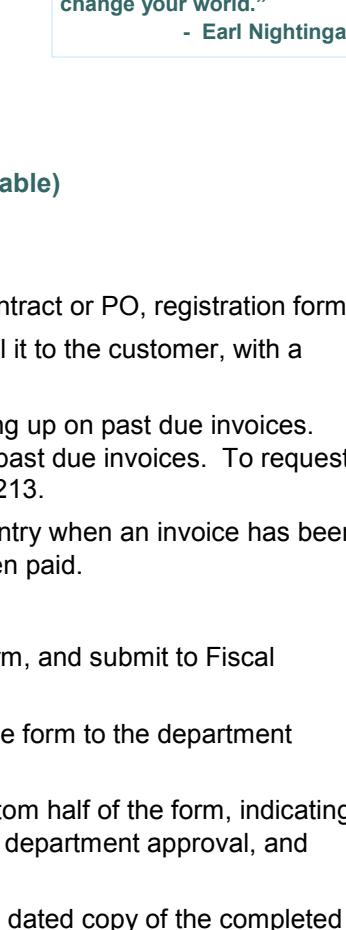




INVOICING

While it may seem that most activities of the County Office of Education result in an outward flow of dollars from SLOCOE budgets, there are revenue-producing activities which require invoices. Professional development workshops and conferences, state and federal grants, finger-printing services, and inter-district service agreements are examples of activities which utilize *external invoicing*. Departments within SLOCOE may also use *inter-departmental invoicing* in order to recover costs associated with purchases or services. All invoicing requests may be sent to the Accounting Technician III responsible for invoicing.



"Change your thoughts and change your world."
- Earl Nightingale

For External Invoices:

1. Submit a request by email or memo to Accounting Technician III in Purchasing (see Business Staff list).
2. Make sure to include the following information in the invoice request—
 - Name and extension of Contact Person
 - Customer's Name and Address
 - Customer's Purchase Order Number (if applicable)
 - Description of Services Rendered
 - Amount Due
 - Account Code to be credited
 - Supporting Documentation (i.e., copy of the contract or PO, registration form)
3. Accounts Receivable will create the invoice, and mail it to the customer, with a copy to the requestor.
4. The originating department is responsible for following up on past due invoices. Aging reports may be produced to assist in tracking past due invoices. To request aging reports, contact Accounting Technician III at x213.
5. FARs (Financial Activity Reports) will show an "RI" entry when an invoice has been created, and an "RP" entry when the invoice has been paid.

For Internal Invoices:

1. Complete top half of *Inter-departmental Invoicing* form, and submit to Fiscal Services.
2. Fiscal Services will verify information, and forward the form to the department being charged.
3. The department being charged will complete the bottom half of the form, indicating the account codes to be charged, obtain appropriate department approval, and return the form to Fiscal Services.
4. Fiscal Services will journal the transfer, then return a dated copy of the completed transaction to the requesting department. It is the originating department's responsibility to follow up on "past due" invoices, and ensure authorization is completed in a timely fashion.

Got questions?
Have you spotted
an error or glitch?
Call 782-7211.