

**OLD DOMINION UNIVERSITY  
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Requesting Departmental Billing

Procedure: 4-901

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**A. PURPOSE**

With the exception of certain Auxiliary Services, all billing activities are the responsibility of the Student Account Services Department. The purpose of this procedure is to document the steps required to request Student Account Services to prepare a bill on the behalf of the department budget is credited and how payments must be handled.

**B. DESIGNATED STAFF**

Department requesting billing  
Accounts Receivable Supervisor  
Student Account Specialist  
Student Account Technician

**C. PROCESSING CYCLE**

Upon Request

**D. REQUIRED RESOURCE MATERIALS**

Memo requesting billing  
Supporting Documentation (signed contracts, authorizations, work orders, etc.)  
TSAAREV screen  
FGITRND or form used to verify the budget

**E. GOVERNING POLICIES AND PROCEDURES**

University Billing/Collections Policy

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**F. CROSS REFERENCE TO OTHER PROCEDURES**

Procedure for recording Receivable 4-250

**G. OTHER ODU OFFICES IMPACTED**

Departments requesting billing  
Cash Operations Office

**H. INVOLVEMENT EXTERNAL TO ODU**

Vendor in receipt of services  
Department of Taxation  
Collection Agency

**I. PROCEDURE:**

The purpose of the procedure is to outline the steps involved to fed to fedo

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- Employer identification number (EIN) *required*

**Note:** The code of Virginia, sections 2.2-4800-4808 program as an additional method for the collection of past due accounts receivables owed to the state by businesses. In order to comply with this provision, ODU must have an EIN o

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- Once a request to bill is received, an account is created for the company and the charge is loaded as a receivable to the company account.
- Once the charge is loaded to the company account, the department budget is credited at that time.
- An invoice is sent to the company with instructions to send payment directly to the Cash Operations Office (Office of Finance AR Procedure 4-250) This invoice will include the company account number created by Accounts Receivable to ensure correct posting of the payment. (Exhibit A)
- **PAYMENTS MUST BE SENT TO THE CASHIERS OFFICE FOR POSTING TO THE COMPANY'S RECEIVABLE ACCOUNT.**
- If a department receives a check from the company for billed services, the funds **CANNOT** be deposited into the departmental budget.
- If a department **DOES** deposit a check for a receivable that we have billed for, a **duplicate credit** to the budget is generated because as indicated above **the budget is credited at the time the receivable is loaded to the company's account.**
- If a duplicate credit is posted, Student Account Services will research and confirm that the payment was deposited by the department instead of being

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sent to the Cash Operations Office to be posted to the company account. Once confirmed, Student Accounts will reverse the receivable that was loaded and the budget will be r8ref@ce1/F4 de01400.0000092 0

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