

STOCKTON UNIVERSITY



PROCEDURE

Billing Procedure - Centralized

Procedure Administrator: Bursar

Authority: N.J.S.A. 18A:64-8

Effective Date: September 5, 1974; February 24, 1975; June 9, 2009; April 13, 2023

Index Cross-References:

Procedure File Number: 6406

Approved By: Dr. Harvey Kesselman, President

- A. All billings related to any individual or entity for services rendered or materials supplied by the University is managed by the Bursar's Office.
- B. Departments should prepare and submit to the Bursar's Office a Central Billing Request Form which is located on the University's e-Forms webpage. This form sets forth who to bill, for what services, and to what account the funds should be credited.
- C. The Bursar's Office will prepare a formal billing invoice based upon the information provided on the Central Billing Request Form. When the bill is processed and ready for transmission, the department's revenue account will be credited for the funds. If the invoice goes unpaid, subsequent invoices will be sent on a monthly basis.
- D. Collection of payment is the responsibility of the department conducting business with the individual or entity.

Review History:

	Date
Procedure Administrator	03/08/2023
Divisional Executive	03/08/2023
General Counsel	03/20/2023
Cabinet	04/13/2023
President	04/13/2023