

# STOCKTON UNIVERSITY



## PROCEDURE

### **Billing Procedure - Centralized**

Procedure Administrator: Associate Vice President for Administration and Finance

Authority: N.J.S.A. 18A:64-6

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

Index Cross-References:

Procedure File Number: 6406

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To provide instructions related to billing an organization or agency for services rendered or material supplied by the University.

### II. PROCEDURE:

- A. All billings rendered in the name of the University should be accomplished by the Bursar's Office.
- B. Departments should prepare and submit to the Bursar's office a Central Billing Request Form which is located by accessing the Stockton homepage index – "e-forms – bursar". This form shows 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 in the Central Billing Request Form. When the bill is processed and ready for mailing, the department's revenue account will be credited for the funds. Collection of the bill is the responsibility of the bursar's office.

### Approval History:

	Date
President	06/9/09