



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2110

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CATEGORY: **Fiscal Management, Revenue**

EFFECTIVE: **5-02-80**

SUBJECT: **Miscellaneous Claims for Funds Due the District**

REVISED: **10-26-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing miscellaneous financial claims whenever there is no other formal procedure for submission of claims as specified by law or contract. (Examples of miscellaneous claims: sale of publications, use of district services, and reimbursement by outside organizations for cost of substitutes.)
2. **Related Procedures:**

Educational contracts	1570
Special projects	1320
Use of district services by nondistrict organizations	9220
Sale of curriculum publications	4092
Absences on district business	7155
Commissions on professional competence	7156

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-3000, D-3800.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Administrative Operational Support.
2. **Responsibilities**
 - a. **Division and/or department heads** making agreements that may result in claims for payment to the district shall forward copies of such agreement (preferably in early draft form) to the Accounting Department for review.
 - b. **Accounting Department** shall review, bill, and collect on all claims, reimbursements, and sales.
3. **Billing Fact Sheet.** Miscellaneous claims for monies due the district may be processed by submitting a completed billing fact sheet to the Accounting Department for actual billing. Billing fact sheets must be received by the Accounting Department not later than last day of regular school year. Cash sales should be handled by issuing

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a receipt to the customer and forwarding the money (with a copy of the receipt) to the Accounting Department.

4. **Disposition of Income.** The income account to be credited is determined by the Accounting Department; when appropriate, abatements to divisions or departments may be made. Billings received after last day of regular school year cannot be treated as an abatement, and must, by law, be recorded as district income.

D. IMPLEMENTATION

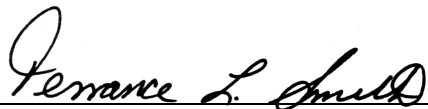
1. **Contracts.** Division or department head forwards copies of all agreements that may result in claims to the Accounting Department for actual billing.
2. **Reimbursements and Sales of Materials and/or Services.** Division or department head completes billing fact sheet in duplicate. Division head approves and forwards the original to the Accounting Department for actual billing and follow up on collections.

E. FORMS AND AUXILIARY REFERENCES

1. Billing Fact Sheet, available from the Accounting Department

F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education