



County of Riverside  
OFFICE OF THE AUDITOR-CONTROLLER  
STANDARD PRACTICE MANUAL

**SUBJECT:** BILLING

<b>SECTION:</b>	<b>7</b>	<b>CATEGORY:</b> ACCOUNTS RECEIVABLE
<b>SUB-SECTION:</b>	<b>704</b>	
<b>REVISED/ LAST REVIEWED:</b>	3/22/02	<b>APPROVED BY:</b> <i>Robert Byrd</i>

**PURPOSE:** To provide uniform instructions for departments and agencies to bill for services or reimbursements.

**SCOPE:** Applies to County departments, agencies, special districts, and authorities, that are governed by Riverside County Board of Supervisors, and/or which maintain funds in the County Treasury.

**POLICY:** To recover revenue for reimbursements or services rendered in accordance. To ensure proper and timely posting and collection of Account Receivables, revenues, and Deferred Revenues.

**PROCEDURES:**

1. At a minimum, bills for services rendered should be created monthly. Reimbursement claims should be prepared by a schedule provided by the funding source no later than 10 days after the close of the period.
  - a) Enter billing information online using the procedures as described in detail in the Online Library. Agencies using internal claim forms should enter claims online at the summary level.
  - b) Print the invoice and send the invoice information to the customer.
  
2. Departments who have been approved to bill outside of OASIS should record their outstanding receivables in the GL at least monthly.

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