

## **ACCOUNTS RECEIVABLE**

### **THIRD PARTY BILLING INSTRUCTIONS & INFORMATION**

The following instructions pertain to the process for invoicing a third party in order for the district/department to be reimbursed.

- ✚ This process should be centralized via the Business Office & Budget and Finance Department as this will allow for a common point of contact and the staff can follow up on unpaid invoices.

Informational items required in order for an invoice to be produced and sent out are:

- Complete name of the company or name of individual to be billed
  - Address
  - Contact person
  - Telephone and fax numbers (if applicable)
  - E-mail address
  - Explanation of charges
  - Total amount of charges
  - Back-up documentation to accompany invoice
  - Program to be credited upon receipt of monies
  - Account Code (if available)
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- ✚ The Business Office also bills for Field Trips however it is imperative that it is clear on the requisition that it is to be billed and to whom (e.g. ASB, PTA, outside entity, etc.). If an advance donation is received to cover the cost of a field trip, please do not request that it be billed.
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- ✚ Email [accountsreceivable@oxnardsd.org](mailto:accountsreceivable@oxnardsd.org) with any questions.