



Administrative Procedure 4420 ACCOUNTS RECEIVABLE

Responsibility:	Superintendent of Business Services and Treasurer of the Board
Legal References:	Nil
Related References:	<u>Administrative Procedure 4430 - Deposit Process</u> <u>FS-20-AS2 Request for Invoice</u>
Revisions:	November 2023
Reviewed:	March 2016, September 2019, September 2022, September 2026

1. Preamble

The following procedure outlines the process to be followed by staff for requesting a third party invoice to be generated. All Accounts Receivable invoices must be generated by Accounting Services.

2. Procedures

2.1 Within the school, the staff responsible for school operating funds must:

2.1.1 Complete a Request for Invoice (FS-20-AS2 Request for Invoice) and submit to Finance-ar@wrdsb.ca. Back up to support the request and proper authorization must be attached to the Request for Invoice.

2.2 Within Accounting Services, the staff responsible for the accounts receivable function must:

2.2.1 After one over one approval of Request for Invoice is obtained, prepare invoices for items such as Extended Day, recoverable salaries, tuition fees, rental of Waterloo Region District School Board (Board) facilities (excluding community use), benefits for employees on leave, lawyer fees, transcripts, etc.;

2.3 **Tuition Fees**

2.3.1 Tuition fees are billed and funds received directly by Accounting Services.

2.4 **Rentals**

2.4.1 Fees for use of Board facilities are billed directly by either Facility Services for community use or Accounting Services through a Request for Invoice (FS-20-AS2 Request for Invoice).

2.5 **Lawyer Requests**

2.5.1 If requested by a lawyer, copies of the OSR can be shared.

- Inactive students are processed through the records department by sending an email to records@wrdsb.ca.
- Active students can be prepared by the school and reviewed by the records department prior to sending the information.

2.5.2 The school must fill out a Request for Invoice (FS-20-AS2 Request for Invoice) and include the following information:

- Number of copies made (.20 per page copied is charged)
- Purolator fees incurred
- The student's name
- \$35 administrative fee

2.5.3 GL codes to use are as follows:

- Secondary:
 - Photocopies: 08-087-2-LOC-000
 - Purolator: 08-087-4-186-000
 - Administrative fee: 08-087-4-285-000
- Elementary:
 - Photocopies: TBD (as requests submitted)
 - Purolator: 08-087-4-186-000
 - Administrative fee: 08-087-4-285-000

2.5.4 The completed form should be sent to finance-ar@wrdsb.ca