

Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Billing

I. Policy

In order to assure payment of funds due Northwest Missouri State University, a billing must be produced.

II. Guidelines

1. For all funds known due Northwest, the department will initiate a billing.
2. The Office of the Bursar, ext. 1106, will provide procedures compatible with each need.
3. Billing options include on-line computer charging, official “Bobby Bearcat” invoicing, class materials billings, and specialized billing.
4. It is the responsibility of the Office of the Bursar to collect all funds billed on the accounts receivable file.

Procedures:

1. Departments who routinely bill on a large scale are provided a computer program and instruction for entering charges directly on the accounts receivable file.
2. “Bobby Bearcat” invoices are provided to departments who need to use an official invoice or who bill on an occasional basis.
 - a. Address: Invoices should be addressed to the “entity” owing the money (probably in-care-of an individual). It should not be addressed to an individual unless it is a personal debt.
 - b. FOP Account and Department: Name of department initiating the invoice should be entered along with the name and extension number of a contact person. The FOP account number which is to receive the revenue should be entered.
 - c. Distribution: White copy is sent to the entity owing, pink copy is sent to the Cashiering Office, and yellow copy is for departmental use.
 - d. Bursar’s Office personnel enter the charge in the computer.
 - e. Payment should be mailed to the Cashiering Office. Return envelopes are available.
3. Interdepartmental billing may be done by the initiating department preparing a journal voucher (JV) and sending it to the paying department to be signed and processed through the Accounting Office. In this case, the Bursar’s Office has no responsibility. Where volume is high, a report program can be created and accounting personnel will post to departmental accounts. Contact Controller for details*.

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4. Most class materials are billed on student accounts by Bursar's Office personnel. At the end of the add/late enrollment period each department completes a course materials charge form and forwards to the Bursar's Office. A second option for materials is use of a materials card. Contact Bursar for details.
5. In cases where some other type of billing process is required, contact Bursar to arrange for collection.

*NOTE: If payment by JV is made for an item billed on the AR file, the JV must be sent to the Cashiering Office (example: *Northwest Missourian* advertising).