

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Requesting Departmental Billing

Procedure: 4-901

A. PURPOSE

The purpose of this procedure is to document the steps required to request Student Account Services to prepare a bill on the behalf of the department.

B. DESIGNATED STAFF

Department Requesting Billing
Director of Student Accounts – University Bursar
Student Accounts Specialist
Student Accounts Technician

C. PROCESSING CYCLE

Upon Request

D. REQUIRED RESOURCE MATERIALS

Request to Bill
Invoice prepared by Student Account Services

E. GOVERNING POLICIES AND PROCEDURES

University Billing/Collections Policy

F. CROSS REFERENCE TO OTHER PROCEDURES

Procedure for recording a Recording Receivable 4-219

G. OTHER ODU OFFICES IMPACTED

Departments requesting billing
Cash Operations Office

H. INVOLVEMENT EXTERNAL TO ODU

Outside Vendors

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Overview:

Departmental billing is sent to the Student Account Office to load charges for services rendered to the student or company accounts. Requests are sent via interoffice mail to the Student Account Office or email studentaccountsoffice@odu.edu. Attn: Accounts Receivable Supervisor

I. Vendor Services

1. Departmental staff requesting billing for Vendor Service will fill out the Request to Bill form with the following information.
 - a. Name and address of the company to be billed.
 - b. Company's point of contact info – name and phone number
 - c. Employer identification number (EIN) *required*.
 - d. Description of the service rendered for billing.
 - e. Dates of Services
 - f. Amount
 - g. Complete budget code (**Fund & sub acct or Org & sub acct**)
 - h. Copies of all supporting documentation

Note: The EIN should be obtained during the initial contact with the company and must be included on all requests to bill. Old Dominion University must have an EIN on file for any potential debts owed that may become past due.

The code of Virginia, sections 2.2-4800-4808 requires the use of the Controller's Debt setoff program as an additional method for the collection of past due accounts receivables owed to the state by businesses.

Date: May 2, 2019			
1 <input type="text"/> /Accounts Receivable Supervisor			
From: <input type="text"/>			
Re: Vendor Request to Bill			
Bill TO:			
Company Name: <input type="text"/>		Contact Person: <input type="text"/>	
Street Address: <input type="text"/>		Phone Number: <input type="text"/>	
City, State, Zip code: <input type="text"/>			
EIN: <input type="text"/>			
Description of Service	Service Date	Budget Code	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOR STUDENT ACCOUNT OFFICE ONLY			
Fee Code: <input type="text"/>			
Student Account Specialist: <input type="text"/>			
Date Processed <input type="text"/>			

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2. Billing Process – **for information purposes only.**
- a. Once the request to bill is received and processed an account number is created for repayment from the company
(ex. S00-00-0000)
 - b. Service charges are loaded to the account which will credit the department's budget.
 - c. An invoice is generated by the Student Account Services Staff and sent to the company for payment.

	
<small>OFFICE OF FINANCE • STUDENT ACCOUNTS 2003A ALFRED B. ROLLINS JR. HALL • NORFOLK, VA 23529 • PHONE 757-683-3030 • FAX 757-683-4236</small>	
May 29, 2020	
Vendor Name:	
Address	
City, State, Zip code	
Attn:	
Invoice Number:	S00-00-XXXX
<div style="background-color: black; height: 15px; width: 100%;"></div>	
<u>DESCRIPTION</u>	<u>AMOUNT:</u>
Gate Modification as discussed with	\$1200.00
<div style="background-color: black; width: 100px; height: 1em;"></div> (make the gate a double)	
10/22/2019	
 TOTAL AMOUNT DUE:	 \$1200.00
 <u>Please Mail Payment with Copy of Invoice To:</u>	
Old Dominion University	
2003A Alfred B. Rollins Jr Hall	
Norfolk, Va. 23529	
Attn: Cash Office	
 PLEASE DIRECT QUESTIONS REGARDING THIS INVOICE TO:	
<div style="background-color: black; width: 150px; height: 1em;"></div>	
BILLING REPRESENTATIVE	
PHONE: 757-683-6877	
studentaccounts@odu.edu	

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II. Student Services

3. Departmental Staff will forward a Request to Bill memo to studentaccounts@odu.edu or interoffice mail for services rendered.
 - a. Name of the Department
 - b. Department's point of contact info- name and phone number
 - c. Description of services for billing
 - d. Amount
 - e. Complete budget code **(Fund & sub-acct or Org & sub acct)**
 - f. Copies of all supporting documentation
 - g. Service charges are loaded to the student's account.
 - h. Student will receive e-bill for payment during billing cycle.

Note: **ALL PAYMENTS** should be forwarded to the Cashier's Office if the company forward the payment to the department.

Note: In effort to collect on the debt should vendor not pay, we request of the department to assist with collection effort if contacted by Student Accounts for additional information. Requests to bill for delinquent accounts may be returned to the department due to the delinquency of the account.

RECORDS RETENTION

3 years after the end of the fiscal year

Contacts:

For questions regarding this procedure and/or practice contact the Director of Student Accounts – University Bursar or the Cash Operations Supervisor.

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<u>Signature Required:</u>		
Lourena Miles-Sawyer	Lead Account Specialist	6.5.2025
Preparer Name	Title	Date
<i>LaTonya M. Gregory</i>	Interim Bursar	6.6.2025
Reviewer Name	Title	Date
<i>Esmín Baptiste-Mateo</i>	PCI Compliance Specialist	07.11.25
Compliance Specialist Name	Title	Date