



BILLING FOR DESTROYED SCHOOL BUS PROPERTY PROCEDURE (ACC-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of creating invoices for school bus damage within the Business Affairs Department of Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 **Accounting Personnel**
- 2.2 **School Bookkeeper**
- 2.3 **Vehicle Maintenance Administrative Assistant**

3.0 APPROVAL AUTHORITY:

- 3.1 **Chief Financial Officer**

4.0 DEFINITIONS:

- 4.1 **None**

5.0 PROCEDURE:

- 5.1 The school bookkeeper contacts the Vehicle Maintenance Administrative Assistant by email to ask the amount that is due from the student for that specific bus damage.
 - 5.1.1 The school bookkeeper must copy the Business Affairs accounting personnel on the email using email address APIInvoices@cmcoss.net.
 - 5.1.2 The school bookkeeper must include in the email the student's name, the parent/guardian name, the school name, home address, bus number, and description of the damage that was done to the bus.
- 5.2 The Vehicle Maintenance Administrative Assistant will reply to the email from the school bookkeeper (and copy the Business Affairs accounting personnel) with the amount the student owes.
- 5.3 Amount, location, account code, etc. are keyed into MUNIS.
 - 5.3.1 A separate Accounts Receivable batch is opened for invoice entry.
 - 5.3.2 Customer number, description and charge code are entered.
 - 5.3.3 General Ledger account numbers are reviewed and changed, if necessary.
 - 5.3.4 Amounts are entered for each general ledger account number.
- 5.4 Invoices are reviewed and printed by accounting personnel immediately.



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- 5.5 Invoices are forwarded via e-mail to the school bookkeeper and the Vehicle Maintenance Administrative Assistant. A copy of the invoice and backup are kept on file in the accounting section.
- 5.6 The school bookkeeper sends the invoice home with the student.
- 5.7 Payment may be made to the bookkeeper at the school or the Business Affairs Department at Central Office. Payment should **not** be made to the bus driver or the Transportation Department.
 - 5.7.1 Payment is made to the bookkeeper at the school.
 - 5.7.1.1 Bookkeeper notifies the Transportation Department that the student's invoice has been paid.
 - 5.7.1.2 Bookkeeper sends the funds to the Accounting Department along with the invoice number and any other relevant information.
 - 5.7.2 Payment is made to the Business Affairs Department at Central Office.
 - 5.7.2.1 Accounting Department notifies the Transportation Department and the bookkeeper that the student's invoice has been paid.
 - 5.7.3 When contacting the Transportation Department regarding payment, include the Transportation Manager, Vehicle Maintenance Manager, Vehicle Maintenance Assistant Manager, and Vehicle Maintenance Administrative Assistant.
- 5.8 Accounting department receipts the money as described by [ACC-P003](#).
- 5.9 In the event the payment is made by check and the check gets returned for non-payment from the bank, the Business Affairs Department will contact the school bookkeeper, school administrator, and the Vehicle Maintenance Administrative Assistant.
 - 5.9.1 The student will also be assessed a return check fee that must be paid in addition to the bus damage charges.
 - 5.9.2 The student must be told by the school they cannot ride the bus (per TRN-P032) until payment is made in full with cash.
 - 5.9.3 Once payment is made, follow step 5.7 from above.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Invoices (forms automatically generated from MUNIS)
- 6.2 Receipting Payments Procedure ([ACC-P003](#))
- 6.3 Student Vandalism of School Buses Policy ([TRN-A008](#))
- 6.4 Student Vandalism of School Buses Procedure ([TRN-P036](#))

7.0 RECORD RETENTION TABLE:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Invoices	Accounting Office	6 years	Recycled	Secure Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/2/17		Initial Release
7/10/19	A	Changed who contacts the Transportation Department for billing. Updated hyperlinks.

*****End of Procedure*****