



Fleet Management Department Policy & Procedure Manual

BUSINESS OFFICE

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**COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURE MANUAL**

No. 6-01

EFFECTIVE 7/30/03

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REVISED 07-25-19

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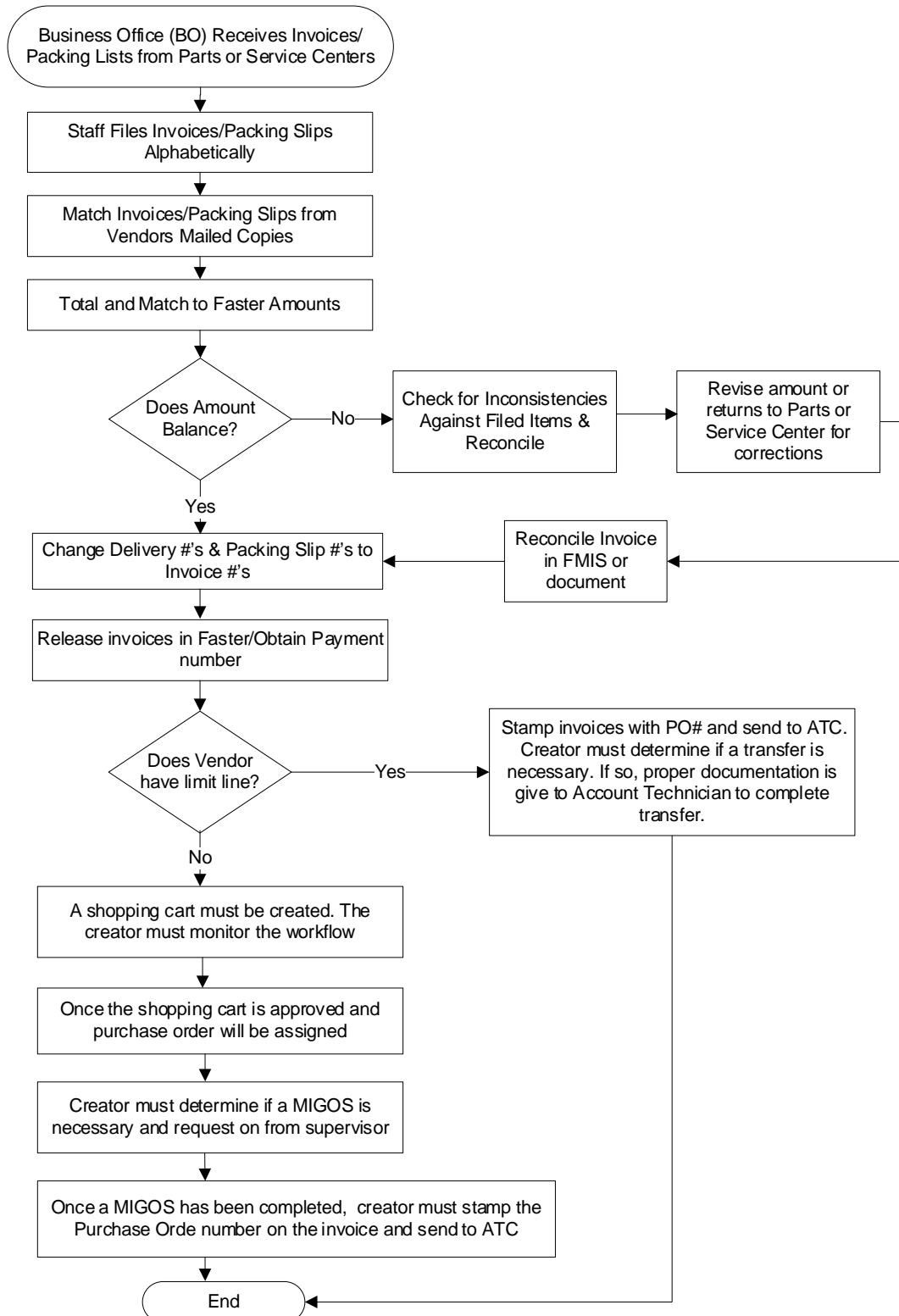
SUBJECT

VENDOR PAYMENT PROCESS

APPROVED

RON LINDSEY, Director

AUTHOR: Business Office Manager..... 387-7849





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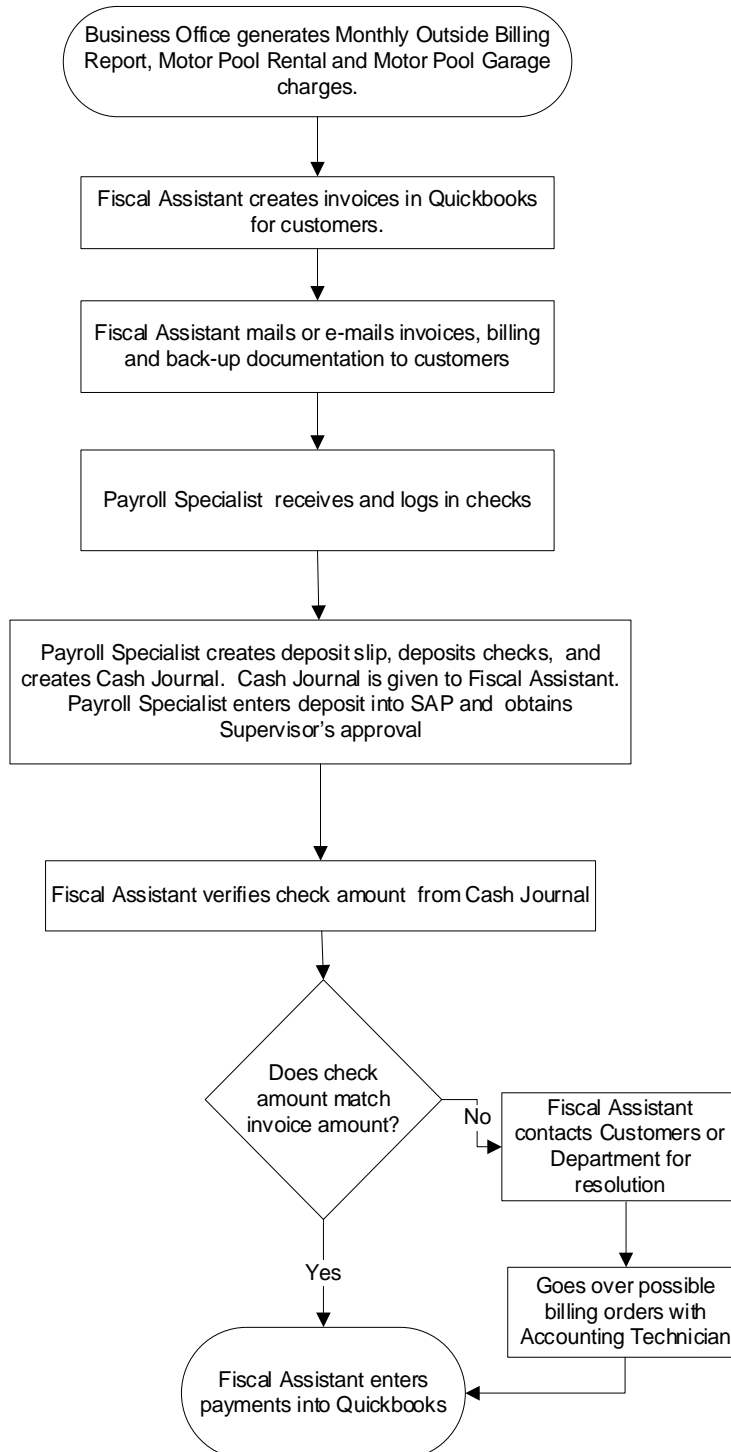
SUBJECT

ACCOUNTS RECEIVABLE PROCESS

APPROVED

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SUBJECT

MONTHLY FINANCIAL PERIOD CUTOFF DATES

APPROVED

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ISSUE

Work orders are not closed in a timely manner to allow for accurate accounting.

STANDARD

All charges to work orders, regardless of status, will be billed by FMIS.

POLICY

Work orders exceeding \$500 (parts and labor) will be closed every month prior to the billing cycle. At the supervisors discretion, work orders may be reopened for additional expenses to be added.

There will be exactly twelve billing cycles per year, which will be revised annually by the Business Office Supervisor.



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SUBJECT

VOYAGER BILLING VERIFICATION

APPROVED

 **RON LINDSEY, Director**

Author: Business Office Manager 909.387.7849

ISSUE

The department was not being fully reimbursed from other departments for Voyager card transactions.

STANDARD

Monthly verification will be performed to ensure the department is being reimbursed from other departments.

POLICY

Monthly, the Business Office Manager will verify the Voyager statement matches the FASTER billing and report to the Director. Discrepancies will be researched, corrected and explained.