

# Coppin State University

## Third Party Billing Policy and Procedures

### BC50.001 Policy for Third Party

#### Introduction:

The Third Party Billing Representative receives requests from various campus departments' to check for payments for bills sent out by the departments. Billing by departments other than the Controller's Office presents the following problems:

1. The Controller's Office has no way of knowing what total revenues are due to the University.
2. There is lack of internal controls as there is no proper segregation of duties.
3. The Controller's Office has no mechanism to pursue collection on outstanding debts due to the University.
4. Payments received by the University cannot be properly identified and can result in being posted to erroneous accounts.

#### Policy:

**To ensure timely and accurate billing, the Controller's Office has the sole responsibility of preparing invoices for all University activities.**

This policy will ensure that the Controller's Office can pursue collection on outstanding invoices, using the prescribed collection methods outlined by the State of Maryland.

#### Procedure for billing Agencies Internal and External to the University

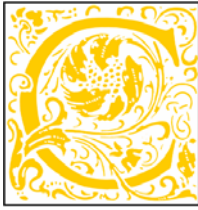
1. Send all billing materials to the Third Party Billing Representative in the Controller's Office using the attached "Third Party Billing Form"
2. The Third Party Billing Representative will prepare and mail an invoice to the third party agent.
3. Third Party Billing Representative will send copy of the invoice to the requesting department. Upon request, the Third Party Billing Representative will advise requesting department of payment of invoices.
4. Third Party Billing Representative will notify requesting department of non payment of invoice in 30 and 60 day intervals.
5. Third Party Billing Representative will notify the requesting department before starting collection efforts. Delinquent invoices that are 90 days past due and meeting state guidelines will be referred to the State of Maryland Collection Unit. A collection fee will be assessed on all bills sent for collection. The current fee is 17% of the outstanding bill (subject to change by the State Of Maryland Collection Unit).

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6. Invoices for third party tuition payments will not be sent to collections as the student bears ultimate responsibility for paying the bill and the student's name is sent to collection. Invoices for third party tuition payment will be voided after the student is sent to collection or 180 days after the student pays the bill. All voids must be approved by the Controller or designee.

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**COPPIN STATE  
UNIVERSITY**

**Third Party Billing Form**

Date: \_\_\_\_\_

To: Mrs. Elshaaraway, Third Party Billing Representative Controller's Office  
Phone: (410) 951-3683

From: \_\_\_\_\_

Bill to: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Requesting Department Name: \_\_\_\_\_

Requesting Department PS Number (13 digits): \_\_\_\_\_  
(Where the revenue should be credited)

Purpose of billing (attach all supporting documentation (e.g. purchase order, memo):

**Controller Office Use Only:**

**Date Billed**

**Billed By**

**Invoice Number**