

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-2
TITLE: Billing for Services between County Departments	ADOPTED: 09/9/81
	AMENDED: 09/21/94; 08/09/05
	ORIGINATING DEPARTMENT: County Administration/Budget Services

PURPOSE/SCOPE:

Provide authority for processing of billings between county departments for services provided.

POLICY/PROCEDURE:

Department Billings Relating to Intergovernmental Services (IGS) Provider Department Services:

Upon approval of the Budget Director, Budget Services will process and charge in one annual billing county-wide to IGS customer departments those accounts budgeted for annual fixed service charges from IGS provider departments.

Upon approval of the IGS provider department directors, IGS provider departments will bill directly to their customer departments for all non-fixed IGS provider department services based on actual services rendered during the billing period (whether monthly, quarterly, etc.).

Department Billings Not Relating to IGS Provider Department Services:

Upon mutual agreement of both department directors, a provider department may bill a customer department for services rendered.