
GA BILLING FOR MASTER TEACHER (ACC-W025)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines the process General Accounting completes to ensure reimbursement for Master Teachers.

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

2.0 RESPONSIBILITY:

- 2.1 Accounting Services Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Accounting Services

4.0 DEFINITIONS:

- 4.1 G/A – General Accounting
4.2 Master Teacher (later defined – see Personnel)
4.3 UOP – University of Phoenix

5.0 WORK INSTRUCTION:

- 5.1 Personnel or G/A receives the Master Teacher Report from National University/UOP. A copy of the report is sent to the department (Personnel or G/A) that did not receive the report. Personnel and Payroll process payments to teachers listed on the report. The budget code with resource 0000 is debited.
- 5.2 G/A prepares a journal entry debiting the budget code with resource 0805 and crediting the budget code with resource 0000 for the amount on the report.
- 5.3 G/A prepares an invoice with supporting documentation and sends to National University/UOP.
- 5.4 Once payment is received from National University/UOP, G/A will record as cash receipt and credit the budget code with resource 0805. A copy of the check is sent to Personnel.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Master Teacher Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Invoice with supporting documentation (Master Teacher Report, copy of check, Budget Report)	Accounts Receivable file in General Accounting and Warehouse	3 years	Discard as desired	Secured area

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/10/04	A	Initial Release
3/31/08	B	Updated work instructions 5.1, 5.2, 5.4, associated documents, and identification of records

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