

2.06 PROCESSING OF COLLEGE ACADEMIC BILLING ROSTERS AND INVOICES

Colleges/universities will submit academic billings throughout the year for tuition, fees, books, and miscellaneous expenses for offenders who are being served. Academic billing rosters should be forwarded to the Division of Continuing Education via e-mail five (5) days prior to each semester start date. Billing rosters from the contracting college/university should include at least the following data for each offender:

1. Offender name,
1. Offender TDCJ number,
3. Unit of assignment,
4. Date of birth,
5. Social Security Number
6. Method of payment:
 - Hazelwood
 - I-25
 - Direct Payment
 - TPEG
 - Scholarship
 - Youthful Offender
 - State Reimbursement
 - Other
 - Refund
 - Concurrent Enrollment
 - Administrative Adjustment
6. Class Number for each class, and
7. Semester start date.

It is the responsibility of the Regional Continuing Education Coordinator to verify the accuracy of the billing invoice in order for payment to be made prior to the College/University certification date.

For TDCJ I-25 payments, the unit education department will e-mail the Regional Continuing Education Coordinator and the college/university with the name, TDCJ number, amount of verified hold placed on the offender's trust fund no later than 15 days prior to semester start date. On the semester start date the unit education department will provide the college/university and the Regional Continuing Education Coordinator with a copy of the academic billing roster and edit/reject for review in order to make changes prior to the certification date.

2.06.02

The Regional Continuing Education Coordinator is responsible for verifying the accuracy of the billing/roster no later than the semester certification date in order for payment to be made.

A copy of the verified Billing Roster must be submitted to the college/university for invoice purposes.

Book invoices must include the below data:

1. Book title, author, and edition,
2. ISBN Number,
3. Unit Cost,
4. Quantity, and
5. Total.

Billing Verification Process

The contracting college/university must submit a billing invoice to the Regional Continuing Education Coordinator. The billing invoice will indicate the method of payment totals following the structure format and codes provided by the WSD Computer Services Department. Separate billing invoices must be sent for the youthful offender payments.

The verification process must include the following procedures:

1. The names on the billing rosters must be checked for student eligibility.
2. The number of hours being billed for each offender must be checked along with the method of payment records.
3. The amount being charged for each offender must be checked against the amount specified in the current interagency or interlocal contract. The amount being charged cannot be higher than the contract amount.
4. The accuracy of the textbook or other miscellaneous expenses must be verified. All charges must be in compliance with the interagency or interlocal contract.
5. The Regional Continuing Education Coordinator must sign the billing invoice, if it is correct. If there are discrepancies, the college/university should be contacted for resolution.

2.06.03

6. For each billing submit two copies of the college/university Billing Certification Statement, the Payment Information Cover Sheet, the signed invoice, and hard copies of all the back-up data, (the unit Academic Registration Billing Roster, bookstore purchases, etc.) to the Division of Continuing Education Administrative Office for further processing. A complete file copy of the billing should be permanently maintained by the Regional Continuing Education Coordinator.
7. The Regional Continuing Education Coordinator must view, verify, and edit as necessary billing roster data after the end of the semester prior to transmitting electronically to the WSD Computer Services Department for posting to the offender's PSER account on the mainframe.
8. After verified data has been sent from the region to WSD Computer Services Department, the Regional Continuing Education Coordinator must spot-check the PSER records for those offenders to ensure the data was posted to the mainframe.
9. After expenses for a given semester are posted to the offender's PSER account, any necessary changes for that billing period must be done directly on the PSER screen, following guidelines contained in the PSER User Manual.