

# RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION POLICY AND PROCEDURES MANUAL

## CHAPTER 1

### FINANCIAL SYSTEM AND CLASS COORDINATION

Issued

1.04

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#### **1.04 Class Invoicing Procedures**

This policy outlines the procedure for generating invoices and collecting payment for student fees through an invoicing system.

##### **Classes Invoiced**

Classes are not normally invoiced by the RCTOA, except as specifically outlined in this policy.

##### **California Department of Forestry and Riverside County Fire Department, TR-7 and 48.14 Forms**

Upon presentation of an approved *list of students* or *CDF TR-60*, CDF TR-7 or 48.14 Form for any class, the class coordinator will enroll the student in the class and forward the form to the CPA for invoicing. The CPA will invoice the appropriate agency for the class.