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## **.3 Forms and Control**

- **.3.1 Department Control**

Control over accounts receivable shall be kept by each department.

- **.3.2 Official Billing Forms**

Billing for services shall be done by use of official press numbered billing forms furnished to each using department by the County Finance Director, except where special forms are provided, and approved by the Finance Director.

- **.3.3 Use of Forms**

Billing forms issued to a department shall be used in numerical sequence, and each billing form accounted for. Spoiled forms shall be retained on hand until audited. All copies of spoiled forms shall be marked "Cancelled"

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