



# Financial Services Procedure

**SUBJECT: Compressed Natural Gas CNG  
and Large Volume CNG**

**NO: UBO P1.18**

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**EFFECTIVE: August 10, 2015**

- The Utility Billing Office (UBO) division of the Financial Services Department receives a monthly document via email at the beginning of each month from the Gas Department. Information received are for accounts that have zero usage and accounts with billed usage.
- The billing team and billing supervisor enter the monthly compressed natural gas usage into each individual account listed on the form sent by the Gas Department. Once entered, the billing staff will mark off the account and initial the account. The billing supervisor files the pdf file on the shared directory (K: drive) in the UBO folder.

- Step 1      Receive the CNG pdf file via email from Gas Department
- Step 2      Off cycle processing> Enter the Fuel quantity (GGE) into H.T.E. from the pdf file and use the first date of month as the read date.
- Step 3      After entering the GGE enable/disable processing
- Step 4      Off cycle> CBH>Verify the calculated charges against the sub-total on the CNG pdf file.

K: /UBO/billing/cng/2015 CNG

- Retention policy is three years.