



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 02-10
	Section: FINANCE		
Subject: WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS			

GENERAL STATEMENT OF POLICY

It is the policy of the University that all accounts determined to be uncollectible shall be written off when all appropriate collection efforts as approved by the Vice President for Finance and Administration have been pursued.



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OPERATING PROCEDURES

1. The Vice President for Finance and Administration is authorized to approve the write-off of accounts determined uncollectible by the operating unit or the Student Financial Services Office under the following guidelines:
 - A. The staff member designated to approve the write-off is not the staff member responsible for the pursuit of collection.
 - B. Justification for write-off is based on evidence that every reasonable effort has been made to accomplish collection, including the official cessation of activity on those accounts from collection agency efforts. All collection and write-off activities must be documented.
2. A summary report of accounts to be written off must be forwarded to the Accounting Office.
3. Accounts approved for write-off are subject to reinstatement if the findings indicate that either the procedures followed or the documentation is inadequate to substantiate the write-off.
4. The Student Financial Services Office will still maintain a special account marker in the student debt file to enable the University to collect the written off account if a student returns to the University.