

Policy No. 404

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Area: Finance

Adopted: September 18, 1998

Revisions Approved:

**SUBJECT: Non-Student Accounts Receivables and
 Related Allowances**

This policy establishes procedures for the billing and collection of Non-Student Account Receivables. It applies to billings to third parties, such as Sewer billings for downline entities and ROTC long-distance telephone charges. Compliance with this policy is mandatory. Any deviations will be reported to the Vice President of Administration and Finance.

PROCEDURES:

Non-Student Accounts Receivables and Related Allowances Policy 404.1

Operational Procedures and Regulations Regarding Transfers & Expenditures 404.2

