

Procedure 404.1

PROCEDURE 404.1
Area: Finance

Adopted: September 18, 1998

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

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**SUBJECT: NON-STUDENT ACCOUNTS
RECEIVABLES AND RELATED
ALLOWANCES**

The University is charged for various bills which are partially related to other entities. The University will bill and collect from these other entities in a timely manner.

All charges incurred by the University for other entities will be billed by the Controller's Office on a timely basis. The Controller will monitor collection of these charges and follow-up on non-payments.

PROCEDURE:

Operational Procedures and Regulations Regarding Transfers & Expenditures 404.2