

Section: Business and Support Operations

Section Number: 3.7.19

Subject: Delinquent Employee Accounts Policy

Date of Present Issue: 1/7/19

Date of Previous Issues:
None

POLICY:

Employees are expected to be prompt in the payment of their personal debts owed to the University for any University good(s) and services(s) purchased by the employee. Policy 3.7.1 'Credit and Collections Policy' authorizes the withholding of services and/or extension of credit to persons with delinquent accounts. Charges for University good(s) and services(s) are generally payable when incurred. The University department responsible for the sale of good(s) and/or services(s) sends monthly statements to employees with an unpaid balance. All obligations not paid by the due date designated on the first statement will be considered delinquent. Delinquent accounts of more than 120 days are sent to the Business Operations department for collection.

CURTAILMENT OF SERVICES

Employees with accounts delinquent by 120 days or more will have the following services restricted as follows:

Service	Curtailment
Travel & Travel Advances	Denied entirely
Bookstore	Cash only
Auxiliary Services	Cash only
Banquets and Catering	Cash only
Food Services	Cash only
Printing Services	Cash only
Audio Visual	Cash only
Health Center	Cash only

Non-payroll reimbursement due to the employee may be applied to the outstanding balance. In addition to the above, employees with delinquent parking citations will have their campus vehicle registration privileges revoked (including any current vehicle registrations).