

**Section:** Business and Support Operations

**Section Number:** 3.7.2

**Subject:** Financial Transactions: Accounts and  
Notes Receivable Write-off

**Date of Present Issue:** 1/7/19

**Date of Previous Issues:**  
02/79, 06/94, 10/94, 06/00

**POLICY:**

While routinely executing the collection efforts summarized in Policy 3.7.18 'Accounts Receivable/Collections Procedure', some receivables will be determined to be uncollectible. Accounts should be written off the University's financial accounting records when all collection actions have been completed and management determines the receivable to be completely uncollectible.

A list of completely uncollectible accounts greater than \$100 will be compiled and recommended for write-off each year and reviewed by the Vice President of Finance & Operations. Upon approval from the Vice President of Finance & Operations, the final write-off list is sent to the Board of Trustees Finance Committee for approval. Accounts under \$100.00 will be written off at the discretion of Business Operations staff.

Amounts written off are no longer reflected in the University financials and are no longer used in calculating the Allowance for Uncollectible Accounts.