

North Dakota State University

Policy Manual

SECTION 504 ACCOUNTS RECEIVABLE

SOURCE: NDSU President

NDSU departments are authorized to allow customers to charge goods and/or services. NDSU will use the Campus Connection accounts receivable system as its official central accounts receivable system. Exceptions may be granted by the NDSU controller or Customer Account Services director.

Departments are responsible for initiating the customer invoices and processing the transaction either on a charge form to the NDSU Customer Account Services office, or directly inputting the transaction to the central accounts receivable system. Once in the central accounts receivable system, the Customer Account Services office is responsible for sending out monthly customer statements and pursuing collections under the Policy 513.

Customers are asked to remit payments directly to the Customer Account Services office. Payments that are sent in error to the originating department must be brought to the Customer Account Services office and identified as a payment on accounts receivable.

The NDSU Customer Account Services office and university departments are authorized to initiate adjustments to customer accounts due to initial billing errors, customer returns, and similar reasons.

Bad debt write-offs must be approved by the NDSU Customer Account Services director.

HISTORY:

New	February 26, 2001
Amended	October 2007
Housekeeping	May 2010
Housekeeping	September 24, 2012