Accounts Receivable Policy

POLICY: Accounts Receivable			
POLICY NUMBER:	500.06.01	**Custodian**: Director of Finance	
APV'D DATE:	2-11-20		
EFFECTIVE DATE:	2-11-20	**REVIEW DATE:**	Feb 2020
REFERENCES: Generally Accepted Accounting Principles (GAAP)			

Part 1. Policy Background and Purpose.
Allowing WETCC customers to purchase goods or services on account (without payment). To ensure collection of the funds after purchase.

Part 2. Definitions.
Account Receivable is a balance due from a debtor on a current account.

Business office is any staff of the following: Bookstore Clerk, Finance Assistant, Finance Supervisor, and Director of Finance.

Part 3. Responsibility.
Business Office

Process billings, receipts, and statements and initiate collection activities according to established procedures

Financial Aid Office

Approve eligible students for tuition and book purchase on account.

Financial Aid Administrator will sign off on student class list or send the Business Office and email approving the transaction.

Part 4. Policy
All appropriate and cost-effective actions to collect accounts receivable shall be taken, with the objective to sustain proper management of WETCC. Statements are mailed out on a quarterly basis for inactive students and other customers.

Students with past-due invoices over 90 days old will be prevented from purchasing future WETCC goods or services, including tuition, either on account or altogether. Students will not be able to register for classes or able to get transcripts or diploma. Such exceptions may be made in the case where the student provides an acceptable payment plan that is approved by the Business Office.

Non-student customers with past-due invoices over 90 days old may be prevented from purchasing future WETCC goods and services, either on account or altogether. Students

will not be able to register for classes or able to get transcripts or diploma. Such exceptions may be made upon approval from the Director of Finance.

Delinquent accounts over 365 days old may, at the discretion of the President and the Director of Finance, be sent to an outside agency for collections.